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ABSTRACT

This publication reports on the results of a 1992 survey of 80 Association of Research Libraries (ARL) member libraries on their use of printers for recording references found in online public access catalog (OPAC) and CD-ROM searches. As was found in a 1990 survey on the same topic, only a small proportion of libraries reported that they charged for printing. The 1992 survey also found that the ratio of students to terminals varied widely: the lowest number of students per OPAC terminal was 50 and the highest was 1,308. Approximately 30% of the 80 libraries responding did not provide printers for their OPAC terminals, and in the libraries that did, the ratio of OPACs to printers averaged 14 terminals to one printer. The ratio of students per CD-ROM workstation was much higher overall than that of students per OPAC computer, with the average being 1,349 students per OPAC workstation. The most commonly used printers were the HP Inkjet and the HP Thinkjet. Other common brands and models were the Canon BJ80 and BJ300, the Epson FX850, LX-800 and 810, the IBM Proprinter, the Okidata Microline 320, and the Panasonic KXP-1180. Based on 36 responses to questions on printing costs, the estimated cost was approximately $306 per year per printer. Seven of the responding libraries charge for public printing, 37 have considered charging, and 11 are discussing charging. A frequent reason given for not charging is the administrative problems involved in handling money and refunds. Of the libraries that do charge, the primary method of payment is a debit card. Charges per page ranged from $.05 to $.35. Another solution to the high costs of printing is to encourage library patrons to download information to diskettes, though this raises the concern that users will infect a CD-ROM workstation with a computer virus. This kit also contains information from 2 universities on costs of running printers, users' guides from 14 universities for downloading information from OPAC and CD-ROM terminals, and memos from 2 more universities on virus control. A copy of the questionnaire with a tally of the responses and a list of four suggested readings are included. (KRN)

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SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 183

Provision of Computer Printing Capabilities to Library Patrons

April 1992

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SPEC
SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 183

Provision of Computer Printing Capabilities to Library Patrons

April 1992

INTRODUCTION

The impact of automation and technology on the library's public services programming has changed access to library collections as have patron expectations. In a relatively short period of time the card catalog has been replaced by the online catalog. Today, access to a library's collection is often through the public access terminal of the online catalog. The CD-ROM format, practically unheard of ten years ago, is now the standard format for access to periodical indexes. Printed indexes to periodical literature have been replaced by CD-ROM databases, both general and specialized. Patrons seek the capability to expedite the research process by using computer printer technology to record all the references they find relevant for their research or personal use. Recently, however, library budgets have tightened, necessitating a review of public services offered in light of the need for cost containment.

In Summer of 1990, an Association of Research Libraries Office of Management Services survey on management of CD-ROM databases in ARL Libraries found that 7 out of 73 ARL institutions charged for printing at CD-ROM workstations. In 1992 a second survey was conducted to follow up on issues raised in SPEC Kit #169, *Management of CD-ROM Databases in ARL Libraries* (Nov-Dec 1990). The 1992 survey found that a similar proportion of ARL institutions are charging for printing from CD-ROMs, despite the current climate of more restricted budgets and increasing numbers of CD-ROM products. SPEC Kit #183 *Provision of Computer Printing Capabilities to Library Patrons* (April 1992) was developed based on documentation and survey responses from 80 ARL institutions.

SURVEY RESULTS

The purpose of the 1992 survey was to determine how ARL libraries are handling the issue of providing printing from their online public access catalog terminals and from CD-ROM workstations. Questions asked included: What kind of printers are libraries using, and how do they rate these printers in ease of operation? Have any libraries decided to charge for printing, or have they at least considered charging?

Statistical Comparisons. Comparisons among survey respondents yielded a variance among institutions regarding the ratio of students to terminals, printers to OPAC terminals, students per CD-ROM workstation, and CD-ROM workstations per printer. When examining the size of the student body and the number of OPAC terminals, the ratio of students to terminals varied widely. The lowest number of students per OPAC terminal was 50, and the highest was 1308. The average overall was 361 students per terminal. When looking at numbers of printers per OPAC terminal approximately 30% of the 80 libraries answering the survey did not provide any printers for their OPAC terminals. Of the libraries that did provide printers, the ratio of OPACs to printers averaged 14 terminals to a printer. Very few libraries offered one printer per OPAC terminal.

The ratio of students per CD-ROM workstation was much higher overall than that of students per OPAC terminal, with the average being 1349 students per CD-ROM workstation. The lowest ratio was 182 students per CD-ROM workstation, and the highest was 5200 students per workstation. Nearly every reporting library offered their students access to at least one CD-ROM workstation. The ratio of CD-ROM workstations to printers was much closer, with the average being 1.3 CD-ROMs per printer. Most libraries offered a one-to-one ratio of CD-ROM workstation to printer, even those with no printers available to any of their OPAC terminals. One institution reported that they have no printers attached to either OPACs or CD-ROM workstations.

Types of Printers. An analysis of the types of printers used for the CD-ROM workstations and the OPACs in ARL institutions indicates that there are several makes and models that are more popular than others. There were 23 types listed on the survey responses, with most libraries owning and operating more than one brand of printer. The more commonly used brands and models reported by survey respondents were the Canon BJ80 and BJ300 printers, the Epson FX-850, LX-800 and 810 printers, the IBM Proprinter, the Okidata Microline 320 printers, and the Panasonic KXP-1180 printers. The most commonly used printers, were the HP Inkjet and the HP Thinkjet.

Answers to the survey regarding the amount spent per year for public printing includes many estimates of costs, and firm figures were not always reported. Therefore, only rough estimates could be made from these reported figures. Based upon thirty-six responses to survey questions on printing costs, the estimated cost was approximately $306.00 per year per printer.

Charging for Printing. Libraries are trying to find solutions to the high cost of public printing on CD-ROMs and OPACs. Of those respondents to the survey, seven libraries charge for printing currently, and 37 out of 73 libraries have considered charging for printing. Eleven others are currently discussing charging for printing, and two have the equipment on order. Not all of the libraries that have discussed the option of charging for printing have found it to be the optimal solution. Libraries have chosen not to charge for printing because of administrative problems involved with handling money and refunds. Several libraries felt the equipment currently available does not address the technical problems of working with different software and printers. In addition, some libraries have found the hardware too expensive to install and maintain. Finally, some libraries are philosophically opposed to charging for printing. One library installed the equipment to charge for printing, but disconnected the equipment because it was "expensive and unreliable."

Charging Considerations. Overall, a small percentage (9%) of the institutions responding to the survey charge for printing. Some of the characteristics of the seven libraries that charge and their methods of charging are described below.

Five libraries charge for full-text and/or laser printing only; two libraries charge for all printing from CD-ROMs. The predominant method used for payment is a debit card (five institutions). One institution takes cash only and another uses a combination of cash or debit card. Equipment used for debit card charges is produced by five different vendors. Charges per page for printing ranged from $.05 to .25-.35. There was no consistency in the amount charged; each of the seven libraries charges a different amount within that range. One library charges $.01 per citation as well as $.05 per page. In four of six institutions that answered the question, the library handles the equipment and money. Refunds are handled differently in each institution. The institutions charging for printing did not report negative responses from either the users or the staff. Staff seems to recognize the need to recoup costs for full-text laser printing.

Some problems with charging for printing were noted. Users become more frustrated with printer breakdowns and malfunctions. Staffing is a problem, especially for libraries that handle equipment and money themselves. Several libraries indicated that they do not recover their costs and perhaps should be charging more.

Downloading and Viruses. One solution to the high costs of printing is to encourage or require library patrons to download information to diskettes. As many library OPACs do not have downloading capabilities at this time, downloading within the library is usually only an issue with CD-ROM products. Libraries that offer the option to download have been concerned that a user will infect a CD-ROM workstation with a computer virus. The infected workstation could transmit a virus to a large number of library users.

Viruses are a problem in libraries; 43 out of 77 libraries responding to this question said that they have had a computer virus infect a computer in the library. When asked whether the library regularly scans for computer viruses, 50 libraries answered yes. It is should be noted that a few of the libraries that have already been infected by a computer virus still do not regularly scan their work stations for viruses.

ISSUES AND TRENDS

"Fee vs. free" debate, for both information and services, continues among and within libraries, with the issues surrounding provision of computer printing capabilities only one aspect of the question. The challenges of lack of inexpensive and reliable charging equipment, software that does not support charging, and staff requirements, along with the uncertain fiscal climate projected for higher education, contribute to the decision not to charge for this service. At the same time, continuous refinements in technology (both hardware and software) increase the likelihood that some equipment manufacturer will develop an easy to install and use mechanism for charging the user for printing. However, the reluctance to charge for library services, especially if the library is replacing print products with CD-ROM products, will continue to effect the decision.

This Kit and Flyer was prepared by Suzanne Taylor, Documents Librarian, Colorado State University Libraries, and edited by C. Brigid Welch, OMS Program Officer for Information Services.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

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SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES
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202-232-8656 FAX 202-462-7849

TO: SPEC Liaisons

FROM: C. Brigid Welch, Program Officer for Information Services
Suzanne Taylor, Colorado State University

DATE: 3 March 1992

SUBJECT: SPEC Survey on Printer Issues

This SPEC Survey is designed to gather data and information on the issue of printing from online catalogs and CD-ROM databases. In this current climate of budget cuts and inflation, how are ARL libraries handling the costs of paper and supplies for printing and what sort of printer equipment is being used?

In addition to responding to the questions below, please include copies of documentation relating to online database printing in your library (eg. policy statements, handouts given to users, descriptions of equipment). If the answer to a question is already included in the documentation, please refer to the material by page number in place of writing an answer. If there is not enough room for you to adequately answer a question, please write on the back or add a sheet of paper.

Please return completed surveys and documentation by March 27, 1992, to: Suzanne Taylor, 218E Morgan Library, Colorado State University, Fort Collins, CO 80523.

SPEC SURVEY - PRINTER ISSUES

Library/Institution: INSTITUTION SUMMARY

Contact Person: 80 RESPONDENTS

Title: ____ Telephone: ____

1. How many students are enrolled at your campus? ____ # of students

   SEE NARRATIVE ANSWERS

2. Do you have an online public access catalog (OPAC)? 1 No 78 Yes

   How many terminals in your library? SEE NARRATIVE ANSWERS

3. Do you have public CD-ROM database workstations? 1 No 78 Yes

   ____ # of CD-ROM workstations ____ # of Infotrac workstations

   SEE NARRATIVE ANSWERS

4. Do you have public printers attached to your OPACs and/or CD-ROM workstations?

   1 No. Please stop here and return to the address listed at the end of the questionnaire.

   74 Yes. SEE NARRATIVE ANSWERS # of printers attached to OPACS
   ____ # of printers attached to CD-ROMs

5. What models of printers do you use for public printing from OPAC/CD-ROM stations?

SEE NARRATIVE ANSWERS

	Model #	# of printers	Very Easy	Ease of Operation			Very Difficult
____ Okidata	____	____	1	2	3	4	5
____ Epson	____	____	1	2	3	4	5
____ HP Inkjet	____	____	1	2	3	4	5
____ Panasonic	____	____	1	2	3	4	5
____ ____	____	____	1	2	3	4	5
____ ____	____	____	1	2	3	4	5

6. Have you done a cost assessment of different types of printers? **Please enclose any relevant documentation.**

56 No   13 Yes

7. How much does your library spend per year for supplies for public printing on OPACs and CD-ROM stations? **Please enclose budgets for printer supplies.**

$____ paper
$____ ink
$____ maintenance

SEE NARRATIVE ANSWERS
$ ____ TOTAL

8. Do you charge for printing or require users to supply their own paper? **Please enclose relevant policy statement and any user information or instruction documentation.**

7 Yes   70 No. Go to Question 9.

If yes, do you:
0 ask users to supply own paper. Go to Question 10.
0 charge for paper only. Go to Question 11.
7 charge for printing only. Go to Question 11.

9. If you do not charge for printing, have you ever considered it? **Please include documentation of any studies and/or recommendations regarding printing.**

35 NO   37 YES   For OPACs 13   For CD-ROMs 21

Why did you reject the idea? SEE NARRATIVE ANSWERS

Please go to Question 20.

10. **Can users purchase paper in the library?** ____ YES ____ NO

From whom? ____   Cost per sheet? ____

Please enclose any instructions or explanations. Please go to Question 20.

11. What method do you use for payment?
0 coin operated
1 combination
5 debit card
1 other

Who manufactures the equipment used for payment? DANYL CORP. (2); XCP, INC. (1); VENDCARD (1): COPY DUPLICATION PRODUCTS (1): COPYCARD (1)

Please enclose manufacturer's brochures or other information.

12. Do you charge:
0 by the line ($ ____ per line)
7 by the page ($ .15 ave. per page) SEE NARRATIVE ANSWERS
1 by the citation ($ .01 per citation)

13. Who provides equipment and handles the money? 5 library 1 vendor

Please enclose any contracts or agreements as appropriate.

14. If a vendor handles the equipment and collects the money, what is the quality of service and maintenance?

Poor Excellent
1 2 [✓ 3] (1) [✓ 4] (1) 5

15. How do you handle refunds? **Please enclose any refund instructions for staff or users.**

SEE NARRATIVE ANSWERS

16. Please estimate downtime related to printer equipment failure. ______ hours per week

SEE NARRATIVE ANSWERS

17. What has been your users' response to charging for printing? **Please enclose results of any surveys (before and after implementation) or other relevant documentation.**

SEE NARRATIVE ANSWERS

18. What has been your staff's response to charging for printing? **Please enclose results of any surveys or other documentation.**

SEE NARRATIVE ANSWERS

19. Please relate any problems you have encountered with charging for printing. These might include user dissatisfaction, equipment failures, need for more staff, etc.

SEE NARRATIVE ANSWERS

20. Do you encourage downloading from CD-ROM databases? 65 Yes 12 No

Please enclose any written procedures or instructions regarding downloading for staff or users.

21. Is it possible to download from your OPAC? 30 Yes 49 No

21. Have you ever had a virus introduced into your CD-ROM computers through a user's disk?

48 No 31 Yes. If yes, please describe the situation on the back of this sheet. SEE NARRATIVE ANSWERS

22. Do you have virus protection on your CD-ROM computers? 52 Yes 25 No

Please enclose any policy statements and documentation relating to virus control.

Please use the back of this sheet for **COMMENTS**, and return the completed survey and documentation by **March 27, 1992** to:

Suzanne Taylor
218E Morgan Library
Colorado State University
Fort Collins, Colorado 80523
(303) 491-1880

NARRATIVE ANSWERS

The questionnaire contained a number of narrative response questions. Narrative responses are given below.

1. How many students are enrolled at your campus?

FEWER than 5,000	1	25,001 - 30,000	13
5,000 - 10,000	11	30,001 - 40,000	6
10,001 - 15,000	9	40,001 - 50,000	5
15,001 - 20,000	14	OVER 50,000	4
20,001 - 25,000	11		

2. Do you have an online public access catalog (OPAC)?
How many terminals in your library?

UNDER 25	4	100 - 124	13
25 - 49	20	125-149	7
50 - 74	16	150-174	2
75 - 99	10	OVER 175	4

3. Do you have public CD-ROM database workstations? How many?

1 - 4	3	25-29	2
5 - 9	15	30-34	8
10-14	11	35-39	2
15-19	17	40 & OVER	5

4. Do you have public printers attached to your OPACS and/or CD_ROM workstations?

Includes Central Library and its departmentals, excludes Medicine, Law, Business & Social Work which are administered separately.

(printers attached to OPACS) note: these are system printers, not slaves.

OPACS--1 printer per 4 OPAC terminals (in Reference) Branch libraries
14 have at least 1 printer
CD-ROMs--One printer per CD-ROM product.

Most OPAC printers are shared 4 to 1 with terminals; 45 terminals are strictly non-printing.

All CD-ROM stations have access to a printer, but some printers are shared between two stations with an A/B box.

Number of printers attached to OPACS:

NONE	20	15 - 24	9
1 - 4	13	25 - 49	12
5 - 9	3	50 - 99	2
10 - 14	7	100 & OVER	2

Number of printers attached to CD-ROMS

1 - 4	6	20-24	14

5 - 9	11	25-29	5
10 - 14	15	30 & OVER	10
15 - 19	13		

5. What models of printers do you use for public printing?

(Canon BJ-80) Many problems with priming pump failure after warranty expiration.

6. Have you done a cost assessment of different printers?

(No) operation (Yes) purchase

(Yes) material now out of date.

(No) Not really. Cost was the sole criterion.

7. Amount spent for supplies for public printing?

No separate costs kept for public usage.

N.A. separately from staff printing.

No separate figures kept.

The cost of printer supplies for OPAC's and CD-ROM stations is not separated from the cost of supplies used for the total library operation.

Not tracked.

Not differentiated in OPAC budget.

(12,000 paper and ink) These are combined by our budget office.

Have not separated out this expenditure.

Figures have not been calculated from total supply budget.

(paper and ink) budgeted together.

9. Why Rejected "charging for printing"

Administrative problems and the concept of equal access of information to all users.

Public relations.

Never considered the idea.

1. Inappropriate to charge users for use of an essential, self-service information resource.
2. High management expense (administrative headaches).
3. Bad PR.

4. Low expense anyway; we are a small campus.

Some CD's are download only.

Philosophically opposed.

We plan to add coin/vendacard boxes to printers this summer.

Land grant mission; accessibility to all users; may reconsider if there is a university-wide debit card.

No simple mechanism for handling money and high administrative costs.

Still under consideration.

No easy way to implement.

Accounting effort involved.

Cost of installing vending units; undesirability of service desks handling cash.

Cannot charge for services under patent deposit program.

Have not decided yet.

The possibility of charging for printing on CD-ROM stations was included in discussions about charging for the use of CD-ROMs. This Library System has opted for a fee for the use of CD-ROMs at $2.00 per session with printing included in the fee. At the moment the service is free; the service fee begins on May 1, 1992. We did not go with a fee for printing because we are not sure about our long-term commitment to any charges for the service. With the uncertainty we were not willing to pay for the equipment needed to collect printing charges.

Informally considered; too difficult to administer.

Have not decided yet.

2 years ago considered charging for printing but chose not to because technology then available was not cost-effective.

Library policy is consistent with Computing Center policy. Dot matrix printing is "free."

Verbal discussion only.

We considered using magnetic card readers to charge but they are expensive ($1000/reader) and there are interface problems. Manual charging probably not worth the trouble and administrative costs.

No need to charge.

We are still considering charging -- currently under study.

Yes, it is still under debate.

Too difficult to collect money! Administration of payment program not worth the aggravation.

Considering the issue when we get a copy card.

We didn't (reject the idea) -- will be implemented when hardware problems are resolved.

Discourages use, Administrative inconvenience.

Don't agree with charging philosophy. Would be difficult to manage.

Don't have the funds to implement system.

(Yes) Reference Department disagreed.

We did charge for printing on the CD-ROM's, but vendacard readers were expensive and unreliable, so they were removed and charging discontinued.

No, not yet.

No, not seriously considered.

So few printers are available, that the "hassle" of setting up a fee for service would be wasted.

(Yes) Still pursuing idea. Hold-up is getting a satisfactory technical solution from our vendacard system. Problem is getting the vendacard unit to work with continuous feed paper.

No, we want to have access to information an unhindered as possible.

(Yes) Is still under consideration.

(Yes) This was not seen as an appropriate policy at this time.

(Yes) for CD-ROMs. We are ordering the debit card equipment.

(Yes) for OPACS and CD-ROMs. Still under discussion.

12. Amounts charged:

by the citation	$ .01	(1)
by the page	$ .05	(2)
	.10	(1)
	.15	(1)
	.20	(1)
	.25	(1)
	.25-.35	(1)

15. How do you handle refunds?

Through photocopy service	(2)

At circulation desk	(1)
On-the-spot (under $1)	(1)
Specified location (over $1)	(1)

Not applicable-not a problem.

Can give on-the-spot refunds for small amounts in copy cards. Specified locations for reimbursements over $1.00.

16. Please estimate downtime related to printer equipment failure.

insignificant/negligible	2
.5 hours per week	1
less than one hour per wk.	2
25 hours per week	1

17. What has been your user's response to charging for printing?

We have a nominal charge of .05 per page (less than photocopy charges). Students are satisfied.

Less negative response than anticipated. Change implemented almost with complaint.

No problems of any significance reported.

No complaints to speak of.

Few complaints.

18. What has been your staff's response to charging for printing?

Staff feel that we could charge more. Staff are divided in their philosophy between not charging (as with paper indexes) and increasing costs.

Support as part of effort to recoup costs from non-WSU users even at some penalty to primary users. Seen as a way to reduce frivolous use.

Since the library is charged per page by the vendor there has been no negative response from staff for passing on charge to patrons.

O.K. with staff.

19. Please relate any problems you have encountered with charging for printing.

Would rather have a debit/vendacard system. Less taxing for staff member who collects charges.

Users are more frustrated with printer breakdown, when it costs them money. More tolerant of malfunctions with "free" printing from on-line catalog.

Staffing has been major concern. Equipment so far has been reliable.

Not charging enough to cover costs.

20. Downloading instructions - CD-ROM

Instructions are often part of software, or simple print commands. Depending on what the user is searching, instructions are specific to software.

Some CD's are download only. Instructions are online.

(No) We have no policy on this.

Down loading instructions are integrated into handouts on using specific CD-Rom databases.

1-3 lines highlighted on 6 attached pages.

We use vendor specific instructions.

There are brief "instructions" about printing and downloading on the last page of our Cd-ROM handout.

(No) but we allow it if users is knowledgeable in the technique.

Instruction available on CD-ROM software.

Too much material together and FAX as there are downloading instructions for almost all CD-ROM applications.

21a. Is it possible to download from your OPAC?

(No) Screen dumps only.

Not in the Libraries.

(Yes) Only by dial-up users; not from in-house terminals.

(Yes) From remote sites users can download to their home PCs.

(Yes) Only to a wordprocessing file via screen printing (A real shortcoming).

(Yes) But not generally available.

(No) We will convert to DRA within the next year and expect to have this capability then.

(Yes) for OPAC's and CD-ROM.

(No) not without extra software.

21b. Viruses introduced into CD-ROM computers

Various infections, particularly stoned.

Our business library discovered a virus on a CD-ROM workstation early in Mar. 1992. A virus check was run on their two CD-NETS, and one had a stoned virus. ABI Inform also had the same virus. (Apparently, this is common in the Business school computer lab environment.)

One occurrence of the stoned virus on a single user workstation.

We have occasionally found virus infected micros in the public areas; one of these was a CD-ROM workstation. The virus was Dark Avenger, the only virus we've ever found in all of our experience. Because of the relative rarity of infection on our machines in general, I believe the incidents to be inadvertent. The infected CD-ROM workstation in question was in our Biological/Agricultural Sciences Reference Department. The virus was found during our periodic scans using SCAN.EXE by MacAfee. We cleaned it off and reloaded the software.

Nothing is known about how the virus arrived. A staff member does a weekly virus scan on each machine as part of regular maintenance. The virus was discovered during one of these checks and removed.

The virus was located only on the workstations local drive. The file server was not affected.

Stoned virus.

Stoned virus.

Michelangelo eradicated upon discovery.

Have used virus protectors such as F-PROT, Viruscan and others.

Virus attacks have occurred on a regular basis on all our CD-ROM workstations and also in our computer labs. We use library science students with computer expertise to take care of the technical problems including computer viruses. At the moment, we are using the McAfee virus control products including VSHIELD for interactive virus protection and SCAN and CLEAN for virus detection and removal.

During the week of March 9th, students using the CD-ROM services located in the Graduate Business School Library began discovering virus messages on their disks after they had downloaded information from these services. The Business School's PC loab also discovered viruses on several of their machines which they traced to students doing printouts of the information they had downloaded in the Library. A PC Lab staff member came to the library with virus-checking software and discovered a "Form" virus on each of our two InfoTrak machines. He successfully removed the virus but it took a critical system file with it. It required approximately two hours work to restore both workstations to normal working conditions. Library staff, using the software that the PC-Lab gave us, subsequently checked our 3 other CD-ROM stations and found a "Stoned" virus on two of them. The virus was removed from our ABI installation with no problems whatsoever. In removing it from our other infected PC, however, we lost our autoexec.bat and config.sys files which were fairly easily restored. The virus checking software is now permanently installed on all CD workstations in the business library and a librarian scans each machine once a week or when any 'irregularity' is reported. In NYU's main library the library Systems Office has been routinely scanning all CD stations for over a year.

Question 21b is too narrow. In addition to virus contamination, there is the possibility of users attempting to use their own boot disks and software on machines intended for dedicated Library software services.

A CD-ROM workstation in our Engineering Branch Library became infected with the Azusa virus. We don't know if it came from a user's diskette.

We suspect that it came from either a user's diskette or from one of the share-ware programs on the Share-Ware Grab Bag CD, as the user must use their own diskette to download any of these programs, and the process involves writing to the hard-disk of the PC so it is impossible to say what the source was.

(Yes) no details available. Virus located through routine virus check.

(Yes) stoned virus: removed when discovered.

(Yes) virus of unknown origin, ran anti-virus and reloaded information.

(yes) 4 times - eliminated w/ viruscide software in all cases.

22. Do you have virus protection on your CD-ROM Computers?

(Yes) CD-ROM workstations are regularly checked for viruses.

(Yes) on single user workstations only.

(No) They have been checked periodically.

No, unfortunately, many of our CD-ROM microcomputer workstations have only 640K RAM and this is insufficient to run the VSHIELD software as a TSR while the CD-ROM software is running simultaneously. We are running VSHIELD on some newer micros in the Technical Departments which have more RAM. In the future, all micros purchased for use in public areas, including CD-ROM workstations, will have a sufficient amount of RAM to allow VSHIELD to be loaded and run.
For virtual detection, we scan all library microcomputers regularly (normally once per quarter) as a part of the general maintenance procedure. Public micros are scanned more often, once a month. With the recent scares, we have performed special scanning on all machines before the 'deadlines' to verify that the particular virus didn't exist.

(Yes) we caught it with a virus protection program on all CD-ROM's.

Use "Scan" and "Clean."

No formalized policy. We have VIRUSCIDE loaded on each station and run it monthly or more often if we suspect a problem.

LIST OF RESPONDING LIBRARIES

Alabama
Alberta
Boston
Brigham Young
Brown
Cal., Davis
Cal., Riverside
Cal., San Diego
Cal., Santa Barbara
Case Western
Chicago
Colorado
Colorado State
Connecticut
Duke
Georgetown
Georgia
Hawaii
Howard
Illinois-Chicago
Indiana
Iowa State
Johns Hopkins
Kent
Kentucky
Laval
Linda Hall Library
Louisiana State
McMaster
Manitoba
Maryland
Massachusetts
Mass. Inst. of Tech.
Miami
Michigan
Michigan State
Minnesota
Missouri
Nat. Lib. of Canada
Nat. Lib. of Medicine
Nebraska
New Mexico
New York Public Lib.
New York University
North Carolina
North Carolina State
Northwestern
Notre Dame
Ohio State University
Oklahoma
Oklahoma State
Pennsylvania
Pennsylvania State
Pittsburgh
Princeton
Purdue
Queen's
Rice
Rutgers
Saskatchewan
South Carolina
Stanford
SUNY Albany
SUNY Buffalo
Syracuse
Temple
Tennessee
Texas
Texas A&M
Toronto
Utah
Vanderbilt
Virginia Tech.
Washington
Washington State
Waterloo
Wayne State
Western Ontario
Yale
York

FINANCIAL INFORMATION

COLORADO STATE UNIVERSITY LIBRARIES
MEMORANDUM

TO: Printer Task Force, Nancy Allen, Irene Godden
FROM: Joan Beam
DATE: Dec. 9, 1991
SUBJECT: Printing costs, past and future.

1990-1991 Printing costs for ALL workstations in each reference area (includes staff terminals):

Social Sciences & Humanities:	PAPER	$1,080.00
	INK	$3,278.00
Science & Technology:	PAPER	$ 400.00
	INK	$1,700.00
Government Docs.	PAPER	$ 170.00
	INK	$ 220.00

TOTAL PAPER: $1,650 TOTAL INK: $5,198.00 BOTH: $6,848.00

These costs cover not only the CD-ROM workstations, but also the staff office terminals, reference desk terminals, RLIN and room 100 terminals. Assuming that most of the supplies are used for the public CD-ROM workstations, we can calculate that if 60% of all use was for the public, the total cost to the Libraries would be:
CD PAPER: $990.00 CD INK: $3,118 TOTAL CD USAGE: $4,108.00

If we wish to be even more liberal in our assumptions, we could calculate a 75% usage of supplies. TOTAL CD USAGE: $4,924.00

In either case, we can assume that the public's use of our CD-ROM workstation supplies, including Infotrac, for 1990-91 cost the Libraries between $4,000 and $5,000 for the entire year.

Numbers and Models of Printers used on Public CD-ROM Workstations (including InfoTrac) in all three reference areas, 1990-91 vs. 1991-92.

In 1990-91 all public printers used in SS/H and S/T were HP Thinkjet printers. Gov. Docs. has HP Thinkjets and a Laser Printer.

SS/H 4 InfoTrac, 3 CD-ROM stand-alones.
S/T 3 CD-ROM stand-alones.
Gov.Docs. 3 CD-ROM stand-alones (hooked up to Laser Printer also)

In 1991-92 all public printers in S/T and Gov.Docs are still HP Thinkjets (and a Laser printer in Docs). In SS/H the Infotrac printers are now Dot Matrix, and Newsbank is also Dot Matrix.

S/T 6 CD-ROM Thinkjet printers
Gov.Docs. 5 CD-ROM Thinkjet printers (one Laser printer).

SS/H 6 CD-ROM Thinkjet printers. 5 Dot Matrix printers.

TOTAL (all reference areas) numbers of public printers in 1990-91:
10 Thinkjets, 1 Laser

TOTAL (all reference areas) numbers of public printers in 1991-92:
17 Thinkjets, 5 Dot Matrix, 1 Laser.

How much do we expect our expenses to increase in 1991-92 over the prior year?

Thinkjet printers have increased by 60% so costs could assume to increase by as much as well for them alone. We now also have 5 dot matrix printers we did not previously have in SS/H reference.

Expenses in Ink

The heaviest use of printers is on the Infotrac stations. These now have dot matrix (Okidata) printers. The use of ink cartridges on these printers is radically lower than the use of Thinkjet cartridges. For fall semester 1991, SS/H used approximately 1 1/2 dot matrix cartridges per Infotrac station per month, at a cost of $10.50 per station. Fall semester 1990, four Infotrac stations used 4 1/2 Thinkjet cartridges each per month, for a total cost of $38.00 per station per month.

1990-91 Infotrac Thinkjet ink cartridges cost $152.00 per month, $1,824 per year for the four stations.

1991-92 Infotrac Okidata ribbon cartridges cost approx. $42.00 per month, projected to $504 per year for the four stations.

By switching to dot matrix printers on the Infotrac stations, SS/H reduces costs by $1,320.00 per year in ink cartridges.

All other CD-ROM stations do still use the Thinkjet printer and ink cartridges. If we presume a usage of Thinkjet ink along the lines of S/T statistics (not influenced by Infotrac) for SS/H as well, we can make some projections about this year's budget.

Total S/T paper & ink in 1990-91: $2100 x 75% (amt spent on public) = $1575 for 3 CD-ROM stations in 1990-91. This works out to $527 per station per year.

If we multiply this $575 per station per year for typical public use of CD-ROM products, by the total number of CD-ROM stations (not including Infotrac; those figures are above) at all reference areas now (17) we get $9,752.00 for FY 1991-1992.

Obviously, replacing all Thinkjet printers with dot matrix printers would save all reference departments a great deal of money in printing costs. We do not recommend the Okidata printer, due to constant paper jams, but the Panasonic dot matrix is a good printer.

Expenses in Paper

The total spent on paper for all computer workstations in all reference areas, staff and public, was $1,650. Presuming that 75% of the paper is used on public terminals, the total is then $1,237.50 spent on the public's use of our printer paper. This is the total for ALL public terminals in Morgan Libraries.

The Future of Printing at CSU Libraries

We can see from the above figures that the real expense to the Libraries is not in paper, but in Thinkjet ink cartridges.

How could we recoup these expenses?

1. We could consider eliminating printing altogether, and request that the public either download their citations or write them down by hand. Disks could continue to be sold by Campus Copies for this purpose. Options to format disks are already on each CD-ROM system, but Infotrac and Newsbank (and CARL terminals) do not have drives for downloading.

2. We could request that the patrons either bring their own paper or buy it from Campus Copies. If this were the case, the reference staff would also need to instruct patrons on how to load their paper into the printers. Ink cartridges and ribbons would have to be kept replaced so that print quality was as good as possible. This could result in an increase in cartridges used per year. This would also recoup paper expenses, but not ink, unless we somehow built in the cost of the ink to the price of the paper. Would we be able to do this through Campus Copies (who would also be trying to make something of a profit as well)? Would it make the price of paper too high? How inconvenient, and how stressful to the staff, will it be to reload paper in the printers every time someone wants to print?

3. We could charge for the printing from the printers using meters and copy cards or coin-operation. Research into this option has resulted in the conclusion that there is one company in the U.S. which presently provides meters for printers. This company, General Meters Corp., charges $2,398 for one meter. No service is provided (we install, we maintain). The meters are expected to last two years before requiring replacement or repair. Working out the projected expense of paper and ink for our CD stations ($10,000 approx), adding the cost of meters installed on all of our present printers (22 x 2400 = $52,800), we arrive at the figure of $.22 per page. This is at our present rate of 100 boxes of paper/2900 pages of paper per box, per year. If use of paper decreases, due to reluctance to pay for printing, then the individual price per page will have to increase in order to recoup our expense for the meters. This is of course assuming that we would be trying to pay for the meters within the first year. Costs could be amortized over several years. The maintainence contract is $191.84 per meter per year (Total per year: $4,224.00)

The price of $.22 per page assumes that the Libraries staff is collecting the money, with no allowance made for the staff time required to do this. If Campus Copies were to run this operation, they would need to make a profit, which would of course increase the price per page. Do we believe that our patrons would pay 25 cents a page for printing? Or more? If we amortize the cost of the meters on the printers over two years (the life span of the meter) we would still need to charge over 10 cents a page. If Campus Copies were to run the operation of money collection, refunds, etc., then the price would be higher.

At this stage, Campus Copies has shown no desire to be involved in our charging for printing. If Libraries staff is to be responsible for collecting, refunding, etc. we would need to have procedures created, staff, an office, etc. to do so. How much will this cost the Libraries?

4. We could not charge for printing, but we could replace expensive printers with less expensive ones. The Panasonic KXP-1180 costs $144.95. This is a dot matrix printer, using ribbon cartridges. The ribbon cartridge which is used on this printer costs $9.50 but lasts nearly a month in operation. Printer ink costs for the 17 CD ROM stations would be approx. $170.00 month, or $2,040 per year for cartridges.

Adding Printers to CARL.

There has been much thought given to adding printers to the CARL terminals. The possibilities presented above could be extended to the CARL terminals.

One possibility would be to use the Panasonic dot matrix printer KXP-1180, use switch boxes, install a minimum of printers in room 100, perhaps only four at the sit-down terminals, and then not charge for printing. This might be the least disruptive mode. It would add to the reference staff workload in paper and printer intervention, but perhaps a student worker could assist.

Cost for installation: $145.00 (printer) + $114.00 (ink) + $100 (paper) + $25.00 (switch box). Total installation cost and supplies for the first year is under $400.00 per printer. To assume as much as $100 now for paper would be very high however.

If we install printers, and meter them to charge for printing, we could not employ switch boxes. The meters cannot function with them. We would have to have one printer per terminal, although again we could limit the total number of printers in room 100. We could then assume these costs for the first year would be:

$145.00 printer + $114.00 ink + $100.00 paper + $2400 meter + $191.84 maintenance on meter = $2,950.84 per printer.

We could charge to recoup these expenses, although again the question of who collects and refunds money, who maintains the meters, who issues copy cards, etc. arises. So far Campus Copies is not expressing interest in performing these tasks.

UNIVERSITY OF NEBRASKA LINCOLN

September 26, 1991

To: Joan Giesecke, Associate Dean
From: Iris Plus Group -- Joan Latta Konecky, Dana Boden, Margaret Mitchell, Donna Koch, Brian Zillig

RE: Preliminary Report -- Copicard devices for printers on IRIS Plus

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The committee's recommendations are based upon limited statistics and financial data to estimate our figures, especially since the IRIS Plus data was unavailable. The committee recognizes that there is an unfortunate element of error possible in these calculations. As a result, based upon preliminary information of the experience of other institutions, we converted the 1990 observed paper use of 1/2 box per workstation/week to a more conservative estimate of only 1/4 box per workstation/week.

How much are we spending on paper and ribbons for the cd-rom printers now?

The public service analysis CD-ROM/Computer Search Working Group gathered data on CD costs from 1990 and early 1991. We used the 1990 data in our calculations, because the data:

a. represented a complete year of data
b. represented the supplies used by two workstations which were heavily used. (The Government Documents station was not considered because the supplies were provided by Government Documents.)

Based on this data, we determined that:

Annual cost of supplies per workstation was	$538.50
Calculated cost per sheet (paper & ribbon costs)	$.016

How much are we likely to spend on paper and ribbons for the IRIS Plus printers?

Assumptions:

a. Charges for printing will increase patron selectivity, increase downloading and decrease the amount of printing,
b. Faculty will create more assignments which encourage IRIS Plus use and increase printing,
c. Increased access to more computerized sources will increase IRIS Plus use and, consequently, printing volume,
d. Therefore, the volume of printing on the IRIS Plus stations will be similar to the volume of printing on the stand-alone stations.

Conclusion:

Based on these assumptions, and the lack of any current cost figures for the IRIS Plus stations, we extrapolated future printing costs from the 1990 data:

Annual cost of supplies, per workstation (using $.016 per sheet)

Love, CYT	$744
Arch, Biol, Eng	$290

Annual cost of supplies for IRIS Plus workstations (18 total)

Love, CYT - 13 workstations	$ 9,672
Arch, Biol, Eng	$ 1,450
TOTAL	$11,122

What will it cost to add copicard devices to the printers?

PC Interface for each workstation	$ 205
CX125 Card reader for each printer	$ 1,175
Total cost per workstation	$ 1,380
TOTAL COST, IRIS Plus workstations, (18 workstations)	$24,840

What is a reasonable amount to charge for copies from IRIS Plus?

The Copicard system would allow charging in many ways, however the committee felt strongly that any charges should NOT interfere with access to the computerized sources and should only be linked to printing. We also felt that any charging scheme that involved different levels would only encourage patrons to try and beat the system.

The committee recommends charging .05 per page for printing from IRIS Plus. Several advantages to this rate were identified:

a. patrons are familiar with this rate as it corresponds to the rate for getting a paper copy from a printed source (photocopying).

b. patrons may use the same copicard for printing as they would for photocopying.

c. the current programming and procedures for the copicards would remain the same.

d. refunds for the inevitable printing problems would be not be complicated by odd change amounts.

e. the rate exceeds the direct costs of printing (supplies) for the Libraries and would generate funds to offset the start-up and operating costs.

Will we make enough money on the prints to offset our operating and start-up equipment charges?

Assumptions:

a. Of the recommended .05 charge per page printed,
$.02 is designated to cover the Libraries supplies cost
$.03 is designated to cover the "overhead", start-up and operating costs (including refunds)

b. Estimated 646 pages printed weekly per workstation, or 32,300 pages annually

Conclusion:
At .03 per page, the Copicard system would generate $969 to recoup "overhead" in the first year, therefore the start-up costs of $1380 per workstation would be recovered after 1.5 years of operation.

CALCULATIONS:

Stand-alone workstation printing costs,
Estimated using 1990 Love data collected by the CS/CD Public Service Analysis Committee:

Total costs, two workstations, 1990, each available 68.5 hours per week	$1077.00

Paper Usage, per workstation
Observed usage (conservative) = 1/4 box per week (663 sheets)
Availability = 68.5 hours per week, 3425 hrs/yr (50 weeks)

Estimated usage = 10 sheets per hour,
34,250 sheets annually

Costs per workstation:	
Paper & Ribbons,	$538.50 /year
Paper & Ribbons,	$ 45.00 av/month
Calculated cost per hour, ($538.50 per yr/3425 hrs per yr)	$ .16/hr
Calculated cost per sheet = .16/10 sheets =	$.016/sheet

Estimated IRIS Plus printing costs:
Exact data on the supply costs, April to August, for the IRIS Plus stations was unavailable. Using the 1990 data and calculations from above, estimates were calculated.

Assumptions:

Usage at Love and CYT will be much heavier than usage at the other IRIS Plus sites.

Initially, charges for printing will decrease the volume of printing.

The Libraries' costs include a undetermined level of refunds for printing problems.

Estimate of annual total cost,
Love, CYT
Availability = 93 hrs/wk average, 4650 hr/yr (50 weeks)
Estimated paper usage = 10 sheets/hr
Cost per workstation,
46,500 sheets per year X $.016 = $744

Total Cost, 13 workstations =	**$ 9,672**

Arch, Biol, Eng
Availability = 72.5 hrs/wk average, 3625 hr/yr (50 weeks)
Estimated paper usage = 5 sheets/hr (lesser volume expected)
Cost per workstation,
18,125 sheets per year X $.016 = $290

Total Cost, 5 workstations =	**$ 1,450**

TOTAL Annual Cost	**$11,122**

Issues identified by the committee:

a. Criteria need to be established for a refund policy.

b. A funding source for the start-up costs needs to be identified.

c. The purpose for the funds accumulated after start-up and operating costs are recovered should be determined.

d. The method for administering the funds should be determined, whether it should be through a separate or existing revolving account. A separate revolving account would track the performance of the IRIS Plus setup, clearly identify the income generated, and protect the stability of the existing revolving accounts.

Progress Report

The committee is still gathering and compiling information about the experiences of other institutions, which might influence the assumptions used in our estimated figures. The committee is also investigating the financial options for acquiring the initial equipment, i.e. leasing vs. purchasing options.

The committee recommends that Copicard, Inc be asked to set up a workstation (the Training Room station) with a copicard configuration for a staff demonstration and trial. The staff should evaluate the copicard arrangement for ease of use and whether it functions properly. Though the copicard readers would be the same units as those attached to our photocopy machines, the PC interface should be tested in our environment for "bugs".

UNIVERSITY OF NEBRASKA LINCOLN

October 15, 1991

To: Joan Giesecke, Associate Dean
From: Iris Plus Group -- Joan Latta Konecky, Dana Boden, Margaret Mitchell, Donna Koch, Brian Zillig

RE: Final Recommendation -- Copicard devices for public printers on IRIS Plus

Revised Quotation Information

Copicard, Inc has provided an updated quotation which reflects a slightly larger discount. It also includes an additional piece of equipment, security cradles for the card readers, which nearly cancels out the increased discount. (See the Copicard FAX message, attached)

	each	total
18 CX-125 Card Readers	$1,145.00	$20,610.00
18 PC/CD-ROM Interfaces	$ 195.00	$ 3,519.00
18 Security Cradles	$ 38.50	$ 693.00
	$1,378.50	$24,822.00
Original quotation	$1,380.00	$24,840.00

Leasing Information

Copicard, Inc has offered two lease/purchase options:

36 months	$1,216.00/month
48 months	$ 987.00/month

These options were based upon the cost figures for 18 card readers, 18 interfaces, 18 security cradles, Copicard card dispenser, mini-printer for dispenser, Card Author Keyboard, Installation, Training and Shipping, a total of $34,628.50.
(See the Copicard FAX message, attached)

Recommendation

It is the committee's recommendation that the Copicard devices be attached to the printers on the IRIS Plus network, charging $.05 per page (66 lines). This recomendation is fully contingent upon the results of the recommended in-house trial (see below).

After reviewing the results of our investigation, the committee felt that the cost of the printing supplies for these workstations would be a continuing drain on the Libraries' budget and decrease its ability to offer other resources. The committee felt that recovering the costs for printing, as long as there was no charge for access, is preferable to being financially unable to offer printing at all. The committee also felt that a printing charge would encourage patron selectivity of printing and encourage downloading.

Additional Recommendations

1. Although not mentioned in the original charge, the committee also recommends that Copicard devices be attached to the printers on the non-IRIS Plus (stand-alone) workstations in the Libraries, even those originally purchased with Research Initiative dollars. In addition, we recommend that the device also be considered for the Government Documents workstation. The only workstation which should not be considered for a Copicard device would be the PTDL in Engineering, which is not owned by the University Libraries.

   Additional costs $6,892.50

   Total cost per workstation $ 1,378.50
   @ 5 Workstations
   2 at CYT
   1 at Eng
   1 at Biol
   1 at Love, Gov Docs

2. We recommend that staff account cards be available which would permit staff to print from the IRIS Plus and Stand-alone workstations in answering reference questions, similar to the present MARS searches.

3. The committee also strongly recommends an extensive lead time for advertising the change to the public before implementation.

Recommended In-house Trial

We recommend a trial period in which Copicard, Inc. attaches the devices to some of our workstations, using each of the different types of printers used in the University Libraries, and running both IRIS Plus and some of the unique stand-alone products such as SWEET's or Science Citation Index. The University of Houston found that different printers and different product software updates created problems, however they also reported that Copicard was excellent to work with in solving these problems. The results of the trial should be reviewed before the final commitment of resources.

Experiences of other institutions

Our final recommendation was delayed as we waited for information from UCLA. We discovered that UCLA has been using this setup for only two weeks and had not thoroughly planned or investigated the setup before proceeding. Their data was not as helpful as we were led to expect. The University of Houston had use statistics for the Fall 1990 period and was the first to implement this arrangement.

Both libraries charge an equal amount for photocopying and printing from the CD-ROMs and currently have higher charges for photocopying and for the cd-rom printing than our recommended $.05 per page (Houston - $.08, UCLA - $.075). A point of interest is the documented Houston volume of use which was lower than the UNL expected volume of use.

The summaries of the other libraries' experiences is attached.

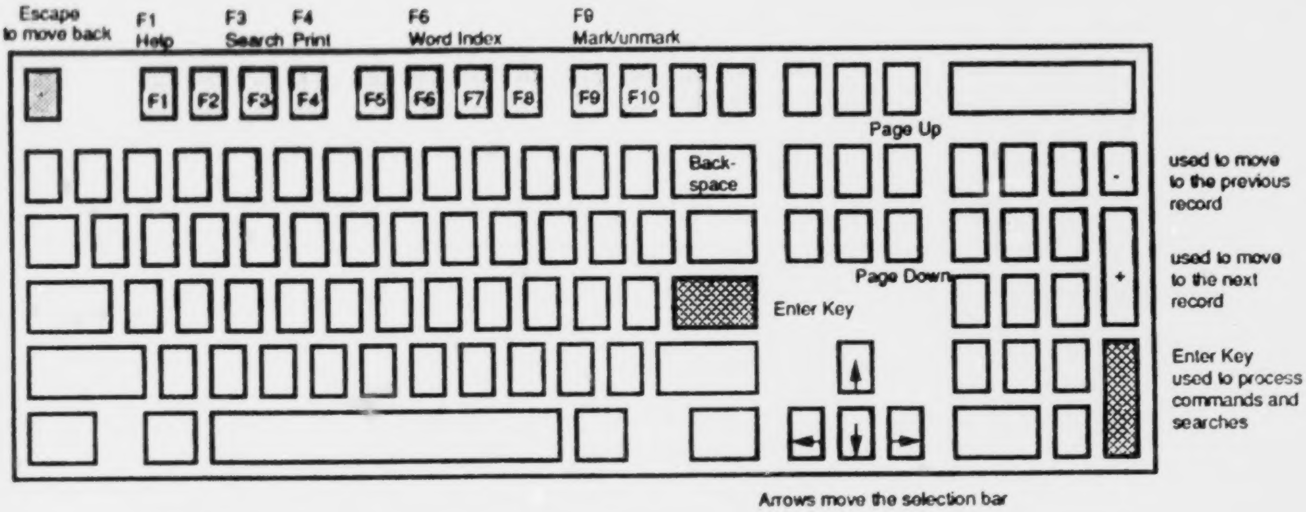
SYSTEMS AND PROCEDURES EXCHANGE CENTER

USER GUIDES

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

UNIVERSITY OF HAWAII
LIBRARY

UMI's
NEWSPAPER ABSTRACTS & ABI/Inform


Escape
to move back
F1
Help
F3
Search
F4
Print
F6
Word Index
F9
Mark/unmark
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
Page Up
Back-
space
Page Down
Enter Key
used to move
to the previous
record
used to move
to the next
record
Enter Key
used to process
commands and
searches
Arrows move the selection bar

HOW TO SEARCH

1) At the prompt "Search term(s):" enter your key subject words.
2) Words are searched as a phrase if you don't use the command words AND, OR AND NOT
   For example **drug free workplace** will find records with that phrase in them.
3) To combine terms use **AND** between the terms or **OR** between the terms.
   For example **drug free and workplace** will find records that have the words drug free and the word workplace.

HOW TO DISPLAY THE RECORDS

1) When the search screen tells you that your "Search results in __ items" it means your search is done. at that point PRESS THE <ENTER> KEY
2) You will then see a listing of titles (from most recent to oldest)
3) Use the arrow keys to move the highlight bar up and down the title listing
4) When you get to the title you wish to view PRESS THE <ENTER> KEY
5) This will then show the citation and abstract for that title.
6) You can move on to the next title three ways.
   a. You can press the plus key (at the far right) to go to the next record. or press the minus key (at the far right) to go to the previous record.
   b. You can press page down to go forward a screen or press page up to go back a screen.
   c. You can press the <ESCAPE> key to go back to the list of titles and move the highlight bar to the one you want and press the <ENTER> key.

HOW TO PRINT

1) Press F4 -- A red box will come on the screen which defaults to the SHORT format (citation only) Move the arrow keys to shift the highlight bar up to the long format if you want the abstract as well as the citation. **Or select Drive to sent the data to your diskette.** Press enter to accept your choice.
2) You will then see a second red box. This one asks you if you want to output (print) the current item or all items. (If you have used F9 and marked the items you want to print -- it will also ask if you want to to out put the marked items.)

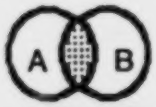
by Marge Smith General and Hum/Soc Reference rev 11/90

UMI's Newspaper Abstracts & ABI/Inform

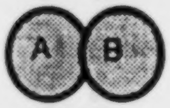
BOOLEAN CONNECTORS

The following connectors are used to combine search terms

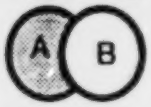
AND OR AND NOT



A AND B



A OR B



A AND NOT B

Shaded area = the retrieved items.

TRUNCATION

The system does an automatic search for both plural and singular forms of the word

Libraries will get both
library and libraries

(except for words ending in
as, is, os, ss, and us)
Bass will just get bass

? use at the end of a word for
additional endings
comput?

FIELD SEARCHING for ABI/Inform

Used to limit the search to specific fields in record.

Abstract = ab(table or graph)
Author = au(larry W/2 lannon)
Codes = cd(8330 and 7000)
Companies* = co(Disney)
Duns = du(10-721-2169)
Journal = jo(telephony)
Jrnlcode = jr(tph)
Terms = te(telecommunications)
Title = ti(ameritech)

FIELD SEARCHING for Newspaper Abstracts

Abstract = ab(Bush AND photo)
chart, graph, photo, illus, & map(s) are noted in this field
By-line* = by(Kilborne)
Companies* = co(Disney)
Date = (Mar 1989)
Headline* = he(earthquake)
Length = le(long)
Names = na(Bush, Neil)
Subject = su(West Bank)
Type = ty(commentary) others are editorial, editorial cartoon, feature, letter to the editor obituary, review and series.

PROXIMITY SEARCHING

Words are searched as a phrase and are looked for in that same order in the record. Proximity operators allow you to say how near one word must be to another.

conservation W/3 energy
Simon NOT W/5 Garfunkel
Grammy PRE/3 awards
(With PRE the first word must be to the left of the next word.)
earthquake W/SEG Iran
(With W/SEG the words must be within the same field.)

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LIBRARY

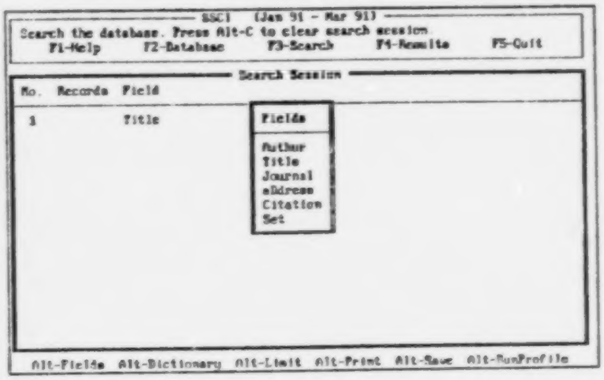
How to search . . .
Social Sciences Citation Index
on CD-ROM

Getting Help

- press **F1** for context sensitive HELP

Searching

SEARCHING FEATURE	SEARCHING PROCEDURE
Starting the Database	• press **F2** to pull down the Database menu • choose "Select ISI Database" (↑↓ keys,**ENTER**) • select database from menu (↑↓ keys, **ENTER**)

Field Searching

SSCI (Jan 91 - Mar 91)
Search the database. Press Alt-C to clear search session
F1-Help F2-Database F3-Search F4-Results F5-Quit
Search Session
No. Records Field
1 Title
Fields
Author
Title
Journal
aDdress
Citation
Set
Alt-Fields Alt-Dictionary Alt-Limit Alt-Print Alt-Save Alt-RunProfile
	• press **F3** to pull down the Search menu
	You may search SSCI by selecting one of five fields (the "Title" field is the default).
	• press **Alt-F** to select field (↑↓ keys,**ENTER**)
	• type word or name, for example:
	  • *ceremony* [title word]
	  • *Remus-** or *Derrida-J** [author and citation search]
	  • *sci-am* [journal title]
	  • *univ-s-florida* [address words]
	• press ENTER
	• press any key
	note: --> always use the dictionary (below!)
	--> always truncate names (see above)
	--> use title search for articles about a person (incl. reviews)

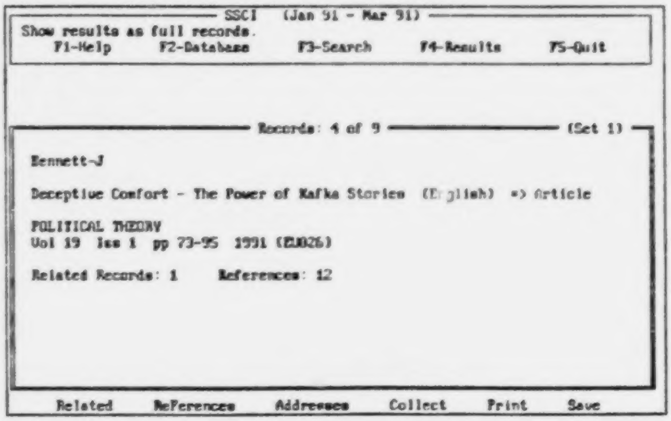
Using the Dictionary	• press **Alt-D** • highlight desired value or type term • press **ENTER** • press **ENTER** to search for term once on search menu
Truncation	• a star * is the truncation symbol for a string of characters, e.g.: *german** (for Germanic, Germany,etc.)

Limiting (Language, Doc. Type)	to limit by language / document type • press **Alt-L** • type **L** / type **D** • select language / select document type
Clearing Current Search	• press **Alt-C** to clear current search session from screen

Combining Search Terms

AND OR NOT	• you may combine search terms or search sets using and, or, not (e.g.: *ceremony and initiation*); • you may not combine a search set with another term • to combine sets, select **SET** option from FIELDS MENU (Alt-F), e.g.: *2 and 5*

Using Results



```
Show results as full records.

Bennett-J

Deceptive Comfort - The Power of Kafka Stories  (English)  => Article

POLITICAL THEORY
Vol 19  Iss 1  pp 73-95  1991 (EU026)

Related Records: 1     References: 12
```

- press **ENTER** to carry out search for your search terms
- press **F4** to select RESULTS
- select viewing option (full or title), press **ENTER**

- press **R** to view records sharing the same references
- press **F** to view works cited by author of displayed record
- press **A** to view address of author of displayed record
- press **C** to collect records [**R** for currently displayed record, **S** for set of records]

  note: • you may display collected records from F4 menu
  • you may print or download collected records after you have displayed them

- press **P** to print (see below for details)
- press **S** to save/download (see below for details)

Printing and Downloading

Printing	• press **P** to print • select options: **P**, then **R** for current record or **S** for set of records **R**, then **S** or **A** or **R** or **L** for desired record format • press **ENTER**
Downloading	• press **S** to download • select options: **S**, then **R** for current record or **S** for set of records **F**, then select desired file format (usually "plain text") **R**, then **S** or **A** or **R** or **L** for desired record format • press **ENTER**

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How to search . . .

Grolier Electronic Encyclopedia

on CD-ROM

Getting Help

- press ALT-H from any screen for context sensitive HELP

Searching

You may choose among several modes to search the data in the Grolier Encyclopedia:

SEARCH MODE	Browse Titles	Word Search	Picture Index	Word Index
USE	to search for complete articles on a subject	for free text searching of entire encyclopedia	to search for images by subject	to check if a word is in encyclopedia
SEARCH PROCEDURE	■ select BROWSE TITLES (use ↑↓ arrow keys) from Search Choice menu ■ press ENTER key ■ type word or or last name ■ press ENTER key ■ select desired term (↑↓ keys) if necessary ■ press ENTER key	■ select WORD SEARCH (use ↑↓ arrow keys) from Search Choice menu ■ press ENTER key ■ type word or last name (one concept per line) ■ select BEGIN SEARCH (↑↓ keys) ■ press ENTER	■ press Alt-I ■ select item from list for viewing ■ press ESC key to return to Search Choice Menu note: images have no captions when viewed from picture index	■ select BROWSE WORD INDEX (↑↓ keys) from Search Choice Menu ■ press ENTER ■ type word or last name ■ select item (↑↓ keys) if desired ■ press ENTER key to view article
SPECIAL FEATURES in any search mode: ■ sideways searching: you may link to cross referenced articles from within a text window by pressing Alt-L for the next linked term		■ to search for related terms, use commas between words on each line e.g.: magic, religion, myth ■ proximity searching: to change default ("in the same paragraph"), press Alt-O to specify Word Relationship ■ truncation: you may truncate a word using ? for a single letter and * for a string of characters, e.g: turtle? finds turtle and turtles		

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Output of Search Results

OUTPUT FORMAT	Printing	**Downloading or Copying to a Floppy Disk**
OUTPUT PROCEDURE	■ press Alt-[illegible] ■ change Print/Save Options (the default will print just one paragraph) using the ↑↓ keys and pressing the ENTER key ■ press ENTER key (when "Begin Printing" is selected)	■ press Alt-K ■ change Print/Save Options (the default will save just one paragraph) using the ↑↓ keys and pressing the ENTER key ■ press ENTER key (when "Begin Saving" is selected)
SPECIAL FEATURES	■ you may mark portions of an article, paragraph by paragraph, for printing by pressing Alt-M (using ↑↓ keys will mark additional text)	■ you may mark portions of an article, paragraph by paragraph, for saving by pressing Alt-M (using ↑↓ keys will mark additional text)

Remember: The material in the Encyclopedia is fully copyrighted and you should give proper credit when you quote from this publication.

Special Features of Database

- pressing **Alt-2** at the article screen will post an **outline** of the article (if available)
- pressing **Alt-3** at the article screen will post a **picture** (if available)
- pressing **Alt-4** at the article screen will post a **table** (if available)
- pressing **Alt-5** at the article screen will post a **FactBox** (if available)
- pressing **Alt-1** at the outline screen will return you to the article screen
- many articles have **bibliographies** (access via **Alt-2 ENTER** key)

Exit

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■ press Alt-Q
press ENTER key

or

■ press ESC
(to return to
previous level)

Prepared by Ralf Neufang, 060491

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How to search....

❀CAB
❀AGRICOLA
❀BIOLOGICAL ABSTRACTS
....on CD-ROM

GETTING HELP

⑦ context sensitive HELP:	✔ press ***F1*** key
⑦ HELP for other software features:	✔ press ***Ctrl & F1*** keys, select topic with Arrow keys, then press **ENTER** key
⑦ information on current database:	✔ press ***F3***, press Tab to select topic, press ENTER key

SEARCHING

SEARCHING FEATURE	SEARCHING PROCEDURE	EXAMPLE
SUBJECT SEARCH (basic free text)	✔press ***F2*** (to display Find command), type search term or phrase, then press **ENTER** key	*pineapple* *ananas comosus*
TRUNCATION	✔you may truncate a word using * to find variants of a word form; ☠ *use with caution*	*mango** will retrieve mango, mangoes, but also mangosteens!
SUBJECT SEARCH (USING THESAURUS OR INDEX TERM) (thesaurus available for CAB)	✔press ***F9*** (Thesaurus) or ***F5*** (Index), type search term or phrase, then highlight desired term using Arrow keys, press ***S*** (Select) to mark desired term, then press ***F*** (Find) to search for term (System will combine terms with OR)	*flowering*
LATERAL SEARCHING (searching for terms from a record displayed on the screen)	⚠NOTE: only possible after you have Displayed (*F4*) at least one record ✔place cursor on desired term using the Arrow keys, press ***S*** (Select), then press ***F*** (Find) to search for term(s)	

SEARCHING SPECIFIC FIELDS

- ✓ You may limit your search by requiring that your search term occur in a specific part of the record (field) or that it has a specific value.
- ✓ Please check the individual database for a list of field names or limit fields. Press *F3* (Guide).

EXAMPLES

FIELD NAME OR LIMIT	USE TO SEARCH FOR	FORMAT
au (author)	articles by a known author	Brewbaker-JL in au
ti (title)	words in the title field	papaya in ti
de (descriptor)	words in the descriptor field	flowering-date in de
so (source)	articles in a known journal	HortScience in so
ca (corporate author)	words in an association name field	Horticultural in ca
la (language)	articles in a specific language	English in la
=	articles published in a specific year	py=1989
<	articles published prior to a specific year	py<1985
>	articles published after a specific year	py>1990
-	articles published between specific years	py=1984-1986

COMBINING SEARCH TERMS

- ✓ You may use certain operators to narrow (*and, with, near, not*) or broaden (*or*) your search.

OPERATOR	TO FIND	FORMAT
and	records containing both terms or qualities	*pineapple and Hawaii*
with	terms occurring in the same field	*pineapple with Hawaii*
near	terms occurring in the same sentence	*pineapple near Hawaii*
not	records with the 1st term only if the 2nd term is absent (Use Sparingly!)	*bees not wasps*
or	one or the other term must occur in the record	*papaya or pawpaw*

OUTPUT OF SEARCH RESULTS

- ✓ You may mark records (while in Show [*F4*]) for later printing or downloading. Use Arrow keys to place cursor on the desired record then press *M* to Mark (*U* to Unmark)

OUTPUT PROCEDURES

SHOW (VIEW RECORDS)	PRINT RECORDS	DOWNLOAD TO DISK
✓press *F4*, press the Control key and the PgUp or PgDn key to move between records. Use PgUp, PgDn or the Arrow keys to move within a record.	✓press *F6*, press *C* to Change Options if desired, press *S* to Start	✓press *F10*, press *D* to Download, press *C* to Change Options if desired, press *S* to Start

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How to Search

Applied Science & Technology Index | Humanities Index
Readers' Guide Abstracts | MLA (Int'l Bibliogr.)
| Social Sciences Index

(Wilson)

University of Hawaii - Hamilton Library

on CD-ROM

SEARCHING:

1. **select the** desired database from the "Welcome to Hamilton Library" screen (use arrow keys, then press the ENTER key)

2. follow the instructions on the screen, until you come to the "WilsonDisc - Disc Search Menu" screen

3. select "2. Wilsearch" (press the ARROW key, then the ENTER key)

4. select "1. Enter New Search" (press the ENTER key)

5. enter your search term/s (the examples below illustrate the most common types of searches)

-> Subject words: *popular culture*

-> Subject words: *popular culture* (enter each concept / aspect of your
2nd subject: *Soviet Union* topic on a different line)

-> Subject words: *any management supervision administration* (use "any" to search for a list of synonyms)

-> Subject words: */existentialism* (use "/"; only if you know the Wilson subject heading)

-> Subject words: *wom#n* (use "#" for a single letter truncation)

-> Subject words: *librar:* (use ":" for a multiple letter truncation)

-> Author/name: *Mishima, Yukio* (searches for the person as the author and as a subject)

-> Title words: *language gender* (searches for citations where these words occur in the title)

-> Journal name: *modern language review* (to search for citations in a particular journal)

-> Organization: *united nations*

6. press the END key, then press the ENTER key

DISPLAYING:

viewing the next record

1. press the ENTER key (after step 6. of SEARCHING)

viewing a specific record

1. press the function key F5
2. enter the number of the record you would like to view (erase old number with backspace key)
3. press the ENTER key

PRINTING:

currently displayed record

1. press function key F4
2. press the ENTER key

several records at one time

1. press function key F6
2. type "N"
3. enter the number of records you want to print (beginning with the currently displayed one)
4. press the ENTER key

BEGINNING A NEW SEARCH (in the same database):

1. press the ESC key (after printing or viewing is completed)

–> select "1. Enter New Search"

EXIT:

1. press the ESC key three or four times
2. answer "y" to the question if you want to return to the menu and you will be back at the "Welcome to Hamilton Library" screen

---

[redacted]

---

prepared by : Ralf Neufang (Oct.1990)

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LIBRARY

How to search . . .

ERIC ☼ PsycLit ☼ PAIS
Sociofile ☼ Associations ☼ Predicasts

on CD-ROM

Getting Help

▪ context sensitive HELP:	• press **F1**
▪ HELP for other software features:	• press **Ctrl-F1** • select topic with ↑↓ keys • press **ENTER** key
▪ information on current database:	• press **F3**, press **Tab** to select topic, press **ENTER** key

Searching

SEARCHING FEATURE	SEARCHING PROCEDURE	EXAMPLE
subject search (basic free text)	• press **F2** (to display Find command) • type search term or phrase • press **ENTER** key	*environment* or *reading standards*
truncation	you may truncate a word using * to find variants of a word form; use with caution	*polic** will retrieve policy, policies, but also police !
subject search (using printed thesaurus term) (available for some databases)	• press **F2** (to display Find command) • type search term or phrase (use hyphen) • press **ENTER** key	*anxiety-* or *language-development*
subject search (using online thesaurus term) (available for some databases)	• press **F9** (Thesaurus) • type search term or phrase • highlight desired term(s) using ↑↓ keys) • press **ENTER** to select desired term(s) • press **F** (Find) to search for term(s) (system will combine terms with OR)	
lateral searching (searching for terms from a record displayed on the screen)	note: only possible after you have displayed (F4) at least one record • place cursor on desired term (↑↓←→ keys) • press **S** (Select) • press **F** (Find) to search for term(s)	

Searching Specific Fields

- You may limit your search by requiring that your search term occurs in a specific part of the record (field) or that it has a specific numeric value.
- Please check the individual database for a list of **field names** or **limit fields** (press F3 Guide).

Field Searching (Examples)		
LIMIT FIELD OPERATORS	USE	FORMAT
au (author)	**searches for articles by known author**	***snow-david in au***
ti (title)	**searches for words in title field**	***homeless in ti***
jn (journal name)	**searches for articles in known journal**	***The-Reading-Teacher in jn***
assn (association name)	**searches for words in assoc. name field**	***accountants in assn***
la (language)	**searches for articles in specific lang.**	***german in la***
conv (conventions)	**searches for conventions**	***Honolulu in conv***
fi (special for ERIC)	**specifies journal article or document**	***ej in fi ; ed in fi***
=	**for article published in specific year**	***py=1989***
<	**article published prior to specific year**	***py<1985***
>	**article published after specific year**	***py>1990***
-	**article published between specific years**	***py=1984-1986***

Combining Search Terms

- You may use certain operators to narrow (and, with, near, not) or broaden (or) your search.

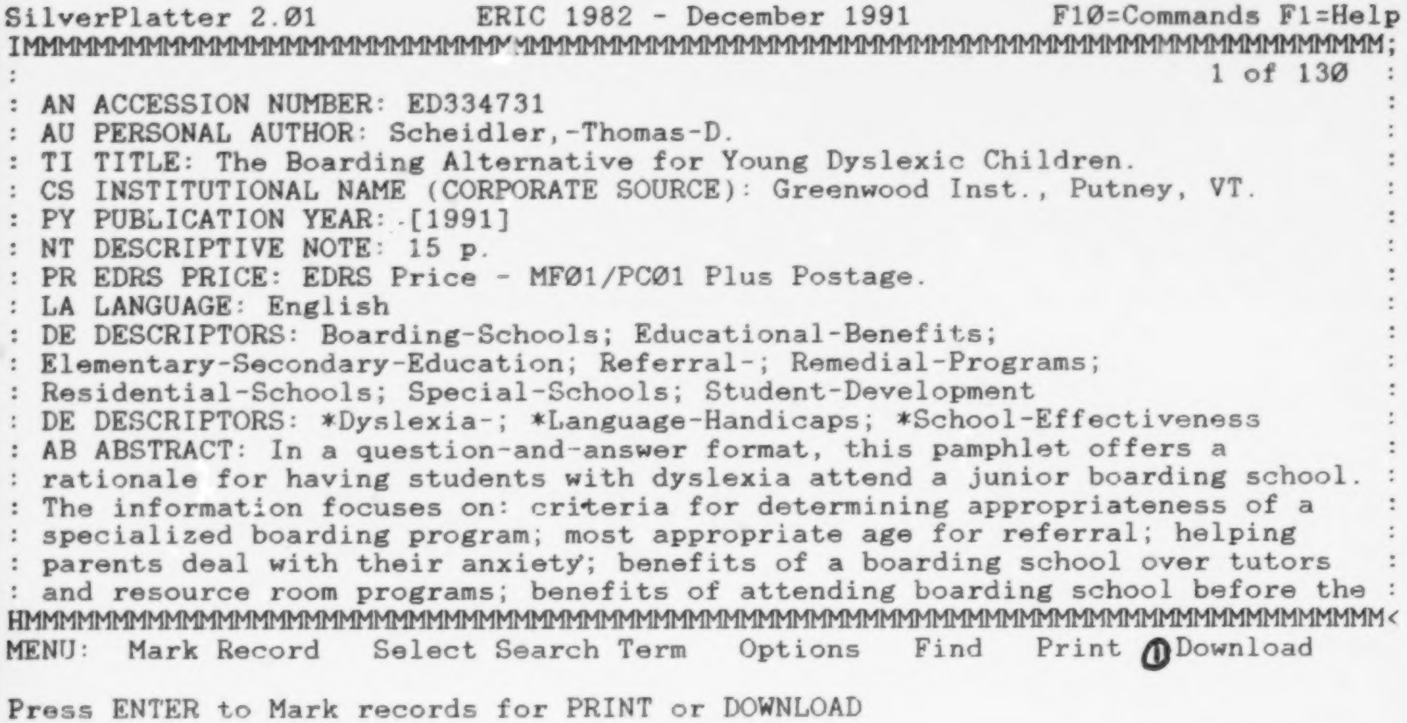
OPERATOR	USE	FORMAT
and	**finds records containing both terms or qualities**	***taiwan and environment***
with	**both search terms have to occur in the same field**	***taiwan with environment***
near	**both terms have to occur in the same sentence**	***china near women***
not	**finds records with 1st term only if 2nd term absent**	**use with caution!**
or	**either term(s) has to occur in the record**	***korea or japan or taiwan***

Output of Search Results

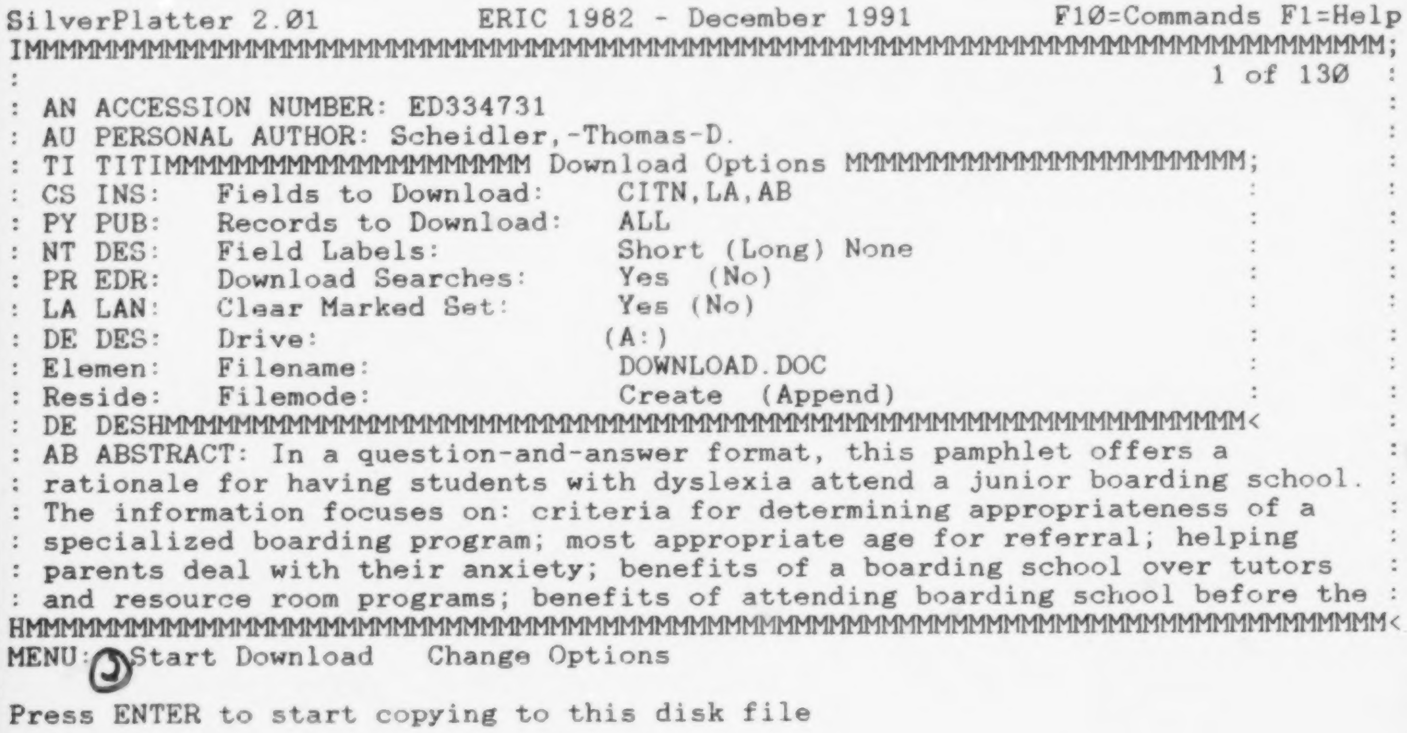
- **You may mark records (while in SHOW [F4]) for later printing or downloading:**
  - **use ↑↓ to place cursor on desired record then press M to mark (U to unmark)**

OUTPUT FORMAT	Show (view records)	Print records	Download to disk
OUTPUT PROCEDURE	• press F4 • use PgUp, PgDn, ↑↓ to move between records	• press F6 • change options (press C) • press S (start)	**• press F10, press D • change options (C) • press S (start)**

♫ Prepared by Ralf Neufang, 060691 ♫

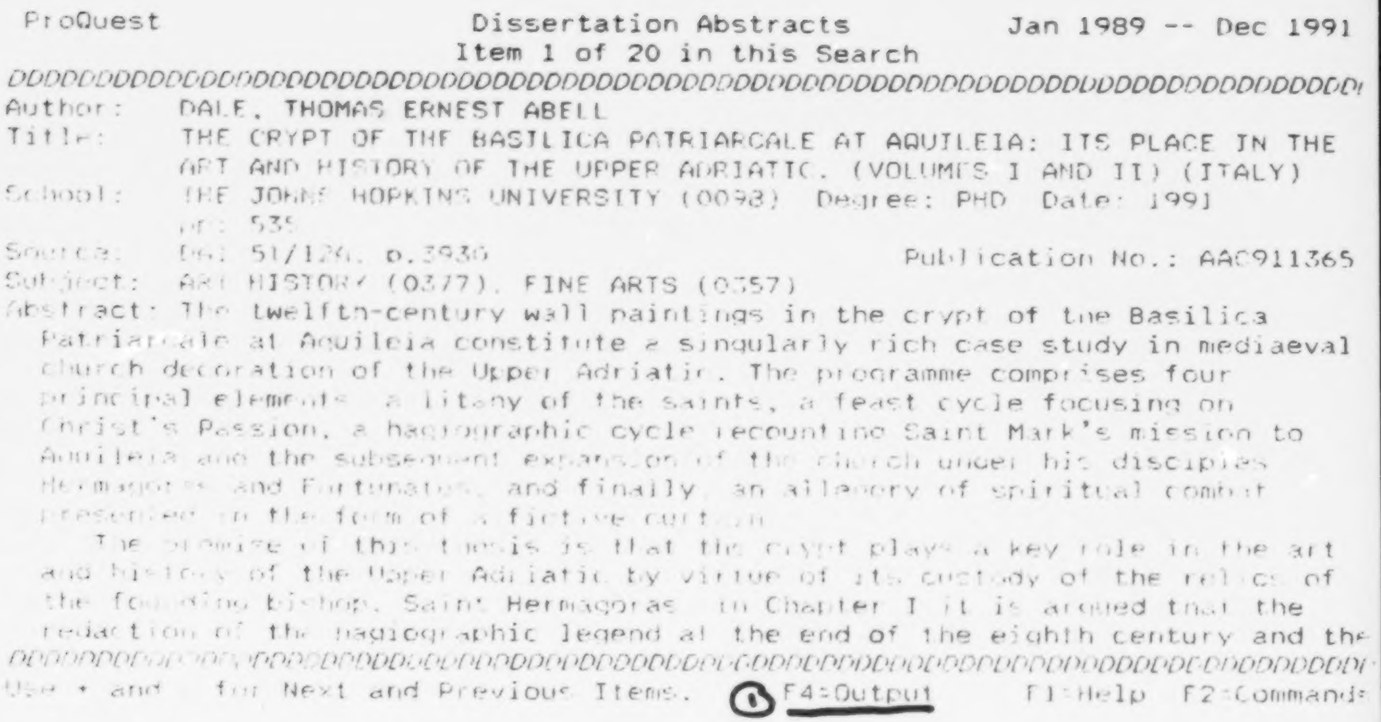


```
SilverPlatter 2.01          ERIC 1982 - December 1991        F10=Commands F1=Help
IMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM;
:                                                                    1 of 130  :
: AN ACCESSION NUMBER: ED334731                                                :
: AU PERSONAL AUTHOR: Scheidler,-Thomas-D.                                     :
: TI TITLE: The Boarding Alternative for Young Dyslexic Children.              :
: CS INSTITUTIONAL NAME (CORPORATE SOURCE): Greenwood Inst., Putney, VT.       :
: PY PUBLICATION YEAR: [1991]                                                  :
: NT DESCRIPTIVE NOTE: 15 p.                                                   :
: PR EDRS PRICE: EDRS Price - MF01/PC01 Plus Postage.                          :
: LA LANGUAGE: English                                                         :
: DE DESCRIPTORS: Boarding-Schools; Educational-Benefits;                      :
: Elementary-Secondary-Education; Referral-; Remedial-Programs;                :
: Residential-Schools; Special-Schools; Student-Development                    :
: DE DESCRIPTORS: *Dyslexia-; *Language-Handicaps; *School-Effectiveness       :
: AB ABSTRACT: In a question-and-answer format, this pamphlet offers a         :
: rationale for having students with dyslexia attend a junior boarding school. :
: The information focuses on: criteria for determining appropriateness of a    :
: specialized boarding program; most appropriate age for referral; helping     :
: parents deal with their anxiety; benefits of a boarding school over tutors   :
: and resource room programs; benefits of attending boarding school before the :
HMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM<
MENU:  Mark Record   Select Search Term   Options   Find   Print ①Download

Press ENTER to Mark records for PRINT or DOWNLOAD
```

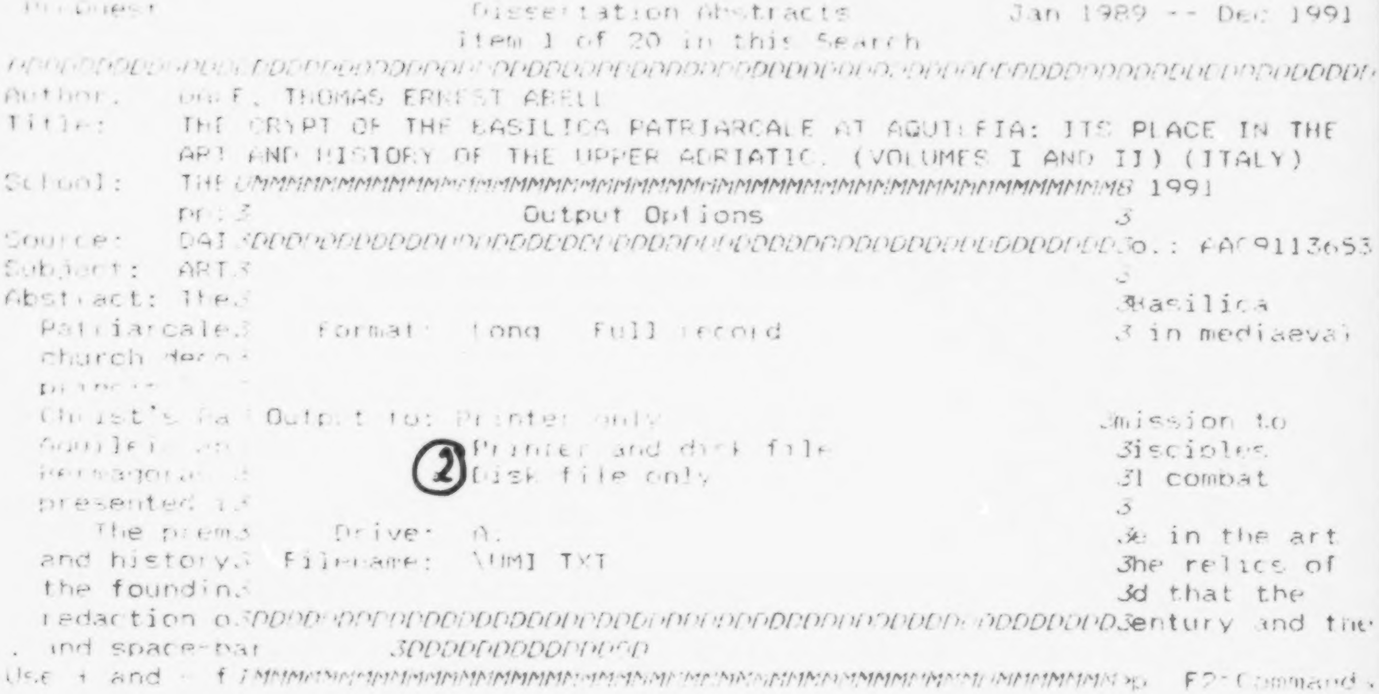


```
SilverPlatter 2.01          ERIC 1982 - December 1991        F10=Commands F1=Help
IMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM;
:                                                                    1 of 130  :
: AN ACCESSION NUMBER: ED334731                                                :
: AU PERSONAL AUTHOR: Scheidler,-Thomas-D.                                     :
: TI TITIMMMMMMMMMMMMMMMMMMMMMM Download Options MMMMMMMMMMMMMMMMMMMMMMM;      :
: CS INS:   Fields to Download:    CITN,LA,AB                         :        :
: PY PUB:   Records to Download:   ALL                                :        :
: NT DES:   Field Labels:          Short (Long) None                  :        :
: PR EDR:   Download Searches:     Yes  (No)                          :        :
: LA LAN:   Clear Marked Set:      Yes (No)                           :        :
: DE DES:   Drive:                (A:)                                :        :
: Elemen:   Filename:              DOWNLOAD.DOC                       :        :
: Reside:   Filemode:              Create  (Append)                   :        :
: DE DESHMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM<        :
: AB ABSTRACT: In a question-and-answer format, this pamphlet offers a         :
: rationale for having students with dyslexia attend a junior boarding school. :
: The information focuses on: criteria for determining appropriateness of a    :
: specialized boarding program; most appropriate age for referral; helping     :
: parents deal with their anxiety; benefits of a boarding school over tutors   :
: and resource room programs; benefits of attending boarding school before the :
HMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM<
MENU:②Start Download   Change Options

Press ENTER to start copying to this disk file
```

JOHNS HOPKINS UNIVERSITY



```
 ProQuest                    Dissertation Abstracts          Jan 1989 -- Dec 1991
                             Item 1 of 20 in this Search
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
Author:    DALE, THOMAS ERNEST ABELL
Title:     THE CRYPT OF THE BASILICA PATRIARCALE AT AQUILEIA: ITS PLACE IN THE
           ART AND HISTORY OF THE UPPER ADRIATIC. (VOLUMES I AND II) (ITALY)
School:    THE JOHNS HOPKINS UNIVERSITY (0098)  Degree: PHD  Date: 1991
           pp: 535
Source:    DAI 51/12A, p.3930                         Publication No.: AAC911365
Subject:   ART HISTORY (0377), FINE ARTS (0357)
Abstract: The twelfth-century wall paintings in the crypt of the Basilica
  Patriarcale at Aquileia constitute a singularly rich case study in mediaeval
  church decoration of the Upper Adriatic. The programme comprises four
  principal elements: a litany of the saints, a feast cycle focusing on
  Christ's Passion, a hagiographic cycle recounting Saint Mark's mission to
  Aquileia and the subsequent expansion of the church under his disciples
  Hermagoras and Fortunatus, and finally, an allegory of spiritual combat
  presented in the form of a fictive curtain.
     The premise of this thesis is that the crypt plays a key role in the art
  and history of the Upper Adriatic by virtue of its custody of the relics of
  the founding bishop, Saint Hermagoras. In Chapter I it is argued that the
  redaction of the hagiographic legend at the end of the eighth century and the
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
Use + and - for Next and Previous Items.  ① F4=Output     F1=Help  F2=Commands
```



```
 ProQuest                    Dissertation Abstracts          Jan 1989 -- Dec 1991
                             Item 1 of 20 in this Search
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
Author:    DALE, THOMAS ERNEST ABELL
Title:     THE CRYPT OF THE BASILICA PATRIARCALE AT AQUILEIA: ITS PLACE IN THE
           ART AND HISTORY OF THE UPPER ADRIATIC. (VOLUMES I AND II) (ITALY)
School:    THE UMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM8 1991
           pp:3               Output Options                      3
Source:    DAI 3DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD3o.: AAC9113653
Subject:   ART3                                                   3
Abstract: The3                                                    3Basilica
  Patriarcale3     Format:  Long   Full record                    3 in mediaeval
  church deco3
  princi
  Christ's Pa3 Output to: Printer only                           3mission to
  Aquileia an3            ② Printer and disk file                3isciples
  Hermagoras 3              Disk file only                        31 combat
  presented i3                                                    3
     The prem3      Drive:  A:                                    3e in the art
  and history3  Filename:   \UMI TXT                              3he relics of
  the foundin3                                                    3d that the
  redaction o3DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD3entury and the
  . and space-bar          3DDDDDDDDDDDD
Use + and - f IMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMp   F2=Commands
```

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UNIVERSITY of MARYLAND at COLLEGE PARK

DOWNLOADING PROCEDURES

FLOPPY DISK FORMAT REQUIREMENT: 5 1/4 inch floppy disk, formatted using MS DOS or PC DOS. The Library does not supply disks.

DISCLOSURE

1. Log on to Disclosure.
2. Run your search.
3. Once you have displayed the data that you wish to copy, insert your formatted floppy disk into drive A.
4. Hit F8 (this selects the print/transfer option).
5. Tab down to the desired TRANSFER option. Hit ENTER.
6. At this point you need to name your file. After the "File name:" prompt, type A: and the name of your file, limiting the file name to 8 characters, then hit ENTER.
7. The data will be written onto your floppy disk.
8. To copy additional data onto an existing file:
   - Display the data that you wish to copy
   - Hit F8
   - At this point you need to name your file. Type A: and the name of your existing file. Hit ENTER
   - The system will prompt you to:
     Add-to, Replace or aBort?
     Type A (for Add-to)
     This data will be added to the existing file.

CURRENT CONTENTS, DOW JONES NEWS RETRIEVAL, AND ECONOMIC BULLETIN BOARD

1. Dial into the system
2. When you are ready to download, insert your formatted floppy disk into drive A.
3. Hit F1
4. Once the menu appears, type A, then hit the ESCAPE key.
5. Before you select the file you wish to copy onto your disk, hit the F4 key. Type in the file name (for Dow Jones or Economic Bulletin Board) or the set number (for Current Contents) you wish to download and hit ENTER. Everything you call up on the screen from this point on will be copied onto your disk.
6. To complete the copying of the selected data onto your disk, hit F1.
7. System will prompt you to name your file. Type in your file name, limiting it to 8 characters. Hit ENTER. At this point the copying of your file has been completed.
8. You CANNOT copy additional data onto an existing file.

SILVER PLATTER PRODUCTS (AGRICOLA, ERIC, PSYCLIT, SOCIOFILE, MEDLINE)

1. Log on to system.
2. Run your search.
3. System will only download records in last find statement.
4. Insert your formatted floppy disk into drive A.
5. Press ESCape, then D. The download menu will appear below the window:
   Start Download Change Options
6. Press C key to change download option values. Value changes may be made by typing over the default values or by using arrow keys → , ↑ , ←, ↓ to highlight the desired value.
7. Tab to setting that indicates the filename. Type in your own file name, limiting it to 8 characters.
8. Tab to setting that indicates the filemode. If creating a new file, press the Enter key and then S to Start download.
9. To copy additional data to an existing file, enter the filename of the existing file, change filemode option to Append (use arrow key), press Enter key and then S to Start download. This data will be added to your existing file.
10. The message at the bottom of the screen will alert you to the records that are being copied onto your disk.
11. When all desired records have been copied to your disk DO NOT HIT ENTER! Press F2 to resume another search, or press ESCape key and then Q to exit.

LIFE-SCIENCES AND AQUATIC SCIENCES & FISHERIES

1. Log on to Life-Sciences.
2. Run your search.
3. Insert your formatted floppy disk into drive A.
4. Select the KEEP command from the menu at the bottom of the screen.
5. The system will prompt you with:

   Set number:

   Type the number of the set you wish to download.
   Hit ENTER.
6. The system will prompt you with:

   File name for documents:

   Type in A: followed by your file name. Limit file name to 5 characters.
   Hit ENTER.
7. The records in this set will be copied onto your floppy disk.
8. To copy additional data onto an existing file follow steps 1-6. At step 6 enter the file name of the existing file.
   Hit ENTER.
9. The system will prompt you to : R (Replace), A (Add to) or Escape. Type A (for add to) and hit ENTER. This data will be added to your existing file.

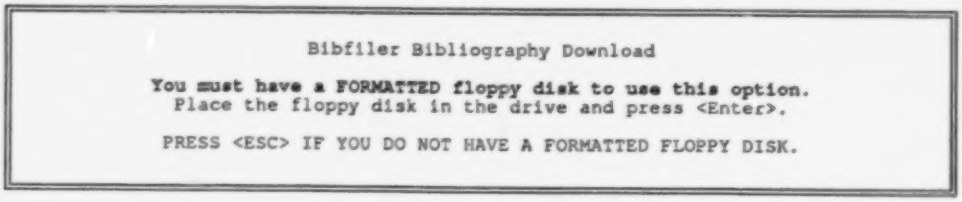
BibFiler
COPY TO DISK (Download) FROM IRIS or GENISYS

TO COPY TO DISK: YOU MUST HAVE A **FORMATTED** 5.25" or 3.5" DISK.
There are three steps:
1) activate the BibFiler software,
2) enter IRIS (or GENISYS) and locate the individual record,
3) download the screen(s) by using: **(ALT-LEFTSHIFT-B).**

TO BEGIN, ACTIVATE BIBFILER:

1. Place your disk in the appropriate drive. Close the drive door.

2. Select [2] ONLINE LIBRARY CATALOGS, from the IRIS Plus main menu
   Select [4] DOWNLOAD, from IRIS or GENISYS. This screen will appear:

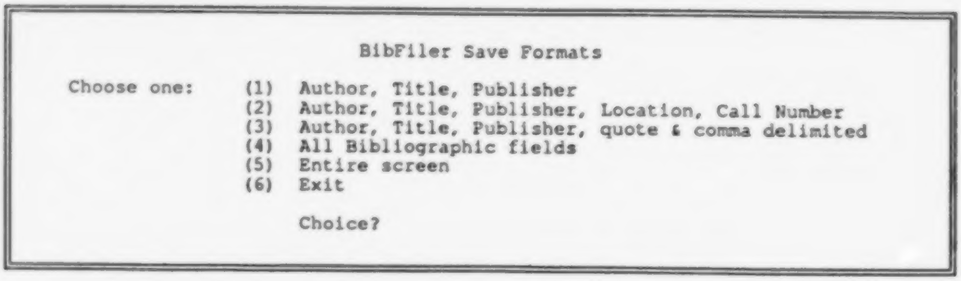


```
                 Bibfiler Bibliography Download

     You must have a FORMATTED floppy disk to use this option.
       Place the floppy disk in the drive and press <Enter>.

     PRESS <ESC> IF YOU DO NOT HAVE A FORMATTED FLOPPY DISK.
```

3. **If you don't have a disk or want to stop, PRESS [ESC].**
   Press [ENTER] to continue with the Download process. This will appear:

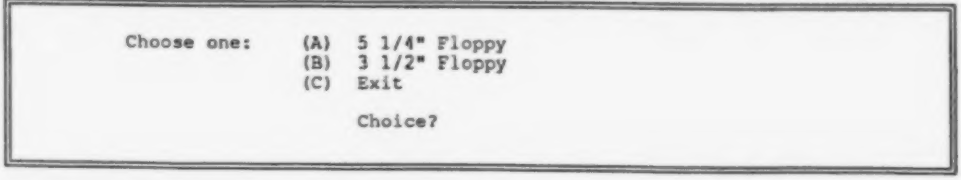


```
                          BibFiler Save Formats

     Choose one:    (1)  Author, Title, Publisher
                    (2)  Author, Title, Publisher, Location, Call Number
                    (3)  Author, Title, Publisher, quote & comma delimited
                    (4)  All Bibliographic fields
                    (5)  Entire screen
                    (6)  Exit

                         Choice?
```

4. Enter the number of the Save Format you wish to use.
   See the Appendix to see the Save Formats displayed. This will appear:



```
     Choose one:    (A)  5 1/4" Floppy
                    (B)  3 1/2" Floppy
                    (C)  Exit

                         Choice?
```

WARNING: Using **Low Density (360K) 5 1/4" disks** in the High Density drives is usually successful, however it is recommended to **USE AN EMPTY FORMATTED DISK OR A DISK WITHOUT IRREPLACEABLE INFORMATION.**

5. Enter the letter that matches your disk size. The following will appear:

```
Enter file name:
```

6. Type in the filename (up to eight characters) and,
Press [ENTER].

If the file already exists, this message will appear:
Drive:\your filename already exists. Append (A) or Cancel (C) ?
Append - the information will be added to the existing file
Cancel - returns you to the BibFiler Save Format Menu

This screen will appear, briefly, and
then the online catalog (IRIS or GENISYS) will be loaded:

```
                          BibFiler Release 1.0
                    Bibliography Download for INNOPAC
 Copyright 1991 by University of Maine System Libraries--All Rights Reserved
Installing BIBFILER
Saving records to [drive:your filename]
Press Alt-Leftshift-B to save record to file
```

WAIT, until you are connected to the online catalog.

YOU ARE NOW READY TO COPY TO DISK (Download).

1. Find the record you want to copy (download). You can copy only one record at a time.
NOTE: **Wait until the entire screen is displayed before you try to download -- If the information isn't on the screen, it won't be saved to the disk.**

For records that have MORE THAN ONE SCREEN OF INFORMATION, you must copy the first screen, type [M], More Bibliographic Information, to display the second screen and then copy the second screen.

2. **HOLD DOWN THE [ALT] AND [LEFTSIDE SHIFT] KEYS, AND THEN PRESS [B]** to download the record that appears on the screen. This message appears:

```
Saving bibliographic record to file: drive:\your filename
```

3. Repeat the process for the next desired record.

4. When you are finished using IRIS (or GENISYS),
Press [N] NEW search, to return to the catalog's Welcome Menu.
Press [D] Disconnect. You will be returned to the IRIS Plus Main Menu.

APPENDIX
BIBFILER SAVE FORMATS

(1) Author, Title, Publisher

```
Mitchell, Margaret, 1900-1949.
Gone with the wind.
new York, Macmillan, 1936.
```

(2) Author, Title, Publisher, Location, Call Number

```
Mitchell, Margaret, 1900-1949.
Gone with the wind.
New York, Macmillan, 1936.
CYT              PS3525 I972G6 1936
LOVE             PS3525 I972G6 1936
SPEC Botkin      PS3525 I972G6 1936
```

(3) Author, Title, Publisher, quote & comma delimited

```
"Mitchell, Margaret, 1900-1949.","Gone with the wind.","New York, Macmillan, 1936."
```

(4) All Bibliographic fields

```
AUTHOR      Mitchell, Margaret, 1900-1949.
TITLE       Gone with the wind.
PUBLISHER   New York, Macmillan, 1936.
DESCRIPT.   1037 p. 22 cm.
SUBJECT     United States --History --Civil War, 1861-1865 -- Fiction
       LOCATION  CALL #               STATUS
1 >    CYT       PS3525 I972G6 1936          AVAILABLE
1 >    LOVE             PS3525 I972G6 1936          DUE 10-04-91
1 >    SPEC Botkin      PS3525 I972G6 1936          LIB USE ONLY
```

(5) Entire screen

```
AUTHOR Mitchell, Margaret, 1900-1949.
TITLE       Gone with the wind.
PUBLISHER   New York, Macmillan, 1936.
DESCRIPT.   1037 p. 22 cm.
SUBJECT     United States --History --Civil War, 1861-1865 -- Fiction
       LOCATION  CALL #               STATUS
1 >    CYT       PS3525 I972G6 1936          AVAILABLE
2 >    LOVE             PS3525 I972G6 1936          DUE 10-04-91
3 >    SPEC Botkin      PS3525 I972G6 1936          LIB USE ONLYMitchell, Margaret,
1900-1949.
 3 volumes/copies to view
 R > RETURN to Browsing       Z > Show Items Nearby on Shelf
 F > FORWARD browse                S > SHOW items with the same SUBJECT
 N > NEW Search               P > PRINT
 A > ANOTHER Search by TITLE              T > Display MARC Record
 Choose one (R,F,N,A,Z,S,P,T)
unllib.unl.edu
```

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DOWNLOADING TO FLOPPY DISC ON UNIXPC MACHINE

Some problems that might arise.

The log might be more than one floppy disk can hold.
The only disc that works is a 5 1/4 double density
or single density disc.
A 5 1/4 heavy density disc will *NOT* work.

1) login at install
2) password is shigoto
3) At office menu hit down arrow three time until it says Floppydisk
INSERT THE FORMATTED FLOPPY NOW (pull out keyboard
insert with label up and outward
close latch down
put keyboard back)
4) Hit the ENTER key
5) At the floppy menu move the down arrow to bottom
where it says ms-dos disk write
6) Hit ENTER
If you get an error here it means either
you didn't put the floppy in yet.
Or the floppy isn't formatted.
If it isn't formatted move the up arrow
to ms-dos format and hit ENTER.
You will be prompted for something.
Hit ENTER again. This will format
the floppy. Return to step 5
7) You will be prompted for unix file name.
enter /u/class/output.last HIT THE RETURN KEY
You will be prompted for ms-dos file name
enter output. HIT THE RETURN KEY
hit the ENTER key.

**This takes a little amount of timme here **
After completion you will see the floppy menu again.
8) Then hit the SHIFT CLOSE keys
Now we are at the Office Menu
9) Then hit the SHIFT CLOSE keys again.
10) Machine asks if you want to log out
11) hit enter to logout
12) End of story.

New York University
A private university in the public service

Elmer Holmes Bobst Library
Social Science/Documents Center

70 Washington Square South
New York, N.Y. 10012

DOWNLOADING

I. From ONLINE services - Dow Jones, Dialog CLASSMATE, RLIN, Julius:

a. Insert a formatted disk into Drive A.
b. Press **ALT-C** (hold both keys down at the same time).
"Capture on" message will appear.
c. Press **ALT-C** again to close your file and stop downloading.
"Capture off" message will appear.

The downloaded information will be recorded on your disk as a file called CAPTURE.TXT. At present there is no option to use another file name.

II. From the CD products:

ABI/Inform

a. Insert formatted disk into Drive A.
b. Press **F9** to mark (select) each item you wish to save to disk.
c. Then, Press **SHIFT-F4** (hold both keys down at the same time).
d. Using down arrow key( )select **Disk File** under 'Output to' option.
e. Using down arrow key again highlight **File Name** and assign any name you wish up to 8 characters preceded by an a: (e.g. a:abi).
f. Press **ENTER** to begin downloading.
g. To interupt downloading press **ESC** at any time.

ERIC, GPO, PsycLit (Silver Platter)

a. Insert formatted disk into Drive A.
b. Press **F10** or **D.**
c. A window will appear listing the current output options. If you wish to change any of these options, press C (for change options) and make the desired changes.
d. Press **ENTER** to begin downloading.
e. To interupt press **CTRL-Break** (Scroll Lock key) at any time.

PAIS

a. Insert a formatted disk into Drive A.
b. First select the citation(s) you want to save on disk.
-Press **ENTER** to select each individual citation, or
-Press **CTRL-X** to select a screen of citations.
c. Then, Press **F4.**
d. A window will appear asking you to select format. Move down arrow key( )to 'Full Citation.' Press **ENTER.**
e. Another window will appear asking you to name your file. Assign any name you wish up to 8 characters preceded by an a: (e.g. a:pais). Press **ENTER.**

- -

** IN ALL CASES downloading creates an ASCII file that can be **
** printed using the DOS Print command. It can also be brought **
** up on WordPerfect using the Text In/Out function (Ctrl-F5). **

ATTENTION

As of Monday, January 27, 1991, DOWNLOADING to disk will be the ONLY OUTPUT OPTION available for all of the electronic services (Printers will no longer be connected to any of the machines)

Downloading is much faster than printing; it eliminates the mechanical problems often associated with printers; and a downloaded file can be used with other wordprocessing or spreadsheet software.

DISK REQUIREMENTS
All services except InfoTrac require a DOS-formatted 5 1/4" double-density disk

InfoTrac requires a DOS-formatted 3 1/2" disk (any density)

DISK AVAILABILITY
Already-formatted disks (either size) can be purchased in the Microcomputer Center on the B-Level of Bobst Library.

For a transitional period, already-formatted disks can be borrowed from the 6th floor Reference Desk:

> Staff at the desk will lend you the appropriate disk in exchange for a valid ID card. The file you download must be printed (see below) and the disk returned all on the same day.

DOWNLOADING INSTRUCTIONS
Instructions for downloading from all services will be posted at each machine. Handouts for each individual product also include instructions for downloading from that specific service.

All handouts are available at the 6th floor Reference Desk.

OBTAINING A PRINTOUT
Downloading from any of the electronic services creates a DOS-readable file.

> This file can be printed on any IBM-compatible PC using the PRINT command.
>
> It can also be retrieved by most DOS word processing programs. In WordPerfect, for example, it can be brought up using the Text In/Out function (Ctrl-F5).

* A straight printout (i.e. no formatting or editing) can be *
* obtained from the Bobst Microcomputer Center on the B-level.*
* Give your disk to a staff member at their service desk along*
* with the name of your file; staff will then process a print *
* request. There is no charge for this printout. *

HOW TO DOWNLOAD FROM INFOTRAK' S

NATIONAL NEWSPAPER INDEX & EXPANDED ACADEMIC INDEX

STEP 1

DISKS - Insert a 3.5" DOS formatted diskette (i.e., an IBM PC or similar) into the floppy disk drive makred *A:* . You may bring your own disk, if properly formatted, or you may borrow a disk from the Reference Desk.

STEP 2

MARK FILES F3 - When you see citations you wish to save, move the cursor to that entry and press the mark key, **F3**. You can continue to search and mark records, modifying and changing your search terms.

STEP 3

<CTRL> F3, SAVE MARKED FILES TO FLOPPY DISK
When you have marked all those you wish to save, hold down the key marked "CTRL" and press the F3 key. A box will appear on the screen, indicating that unless you change the file name, your search results will be saved to a file on the disk in the A: drive called *infotrak.doc.*

STEP 4

NAME YOUR FILE - Use the backspace key to delete the file name. Type a unique name (up to 8 letters) and press the carriage return.
Example : *A:singer* saves records to a file on the floppy disk in the A: drive called *singer*. Once the onscreen box stops counting records and the light on the a: floppy disk drive goes out, you can remove the disk.

If you are finished, you can print your file at a home or office PC, or you can take the disk to the Bobst Microcomputer Center, level B, for a printout of your search results. Or, if you are not yet finished, you can continue searching using either the Expanded Academic Index or National Newspaper Index.

STEP 5

TO CONTINUE - Repeat steps 2 and 3. You can give the same filename if you wish to add records to the same file ("append").

To DOWNLOAD From Infotrac

Insert a formatted 3.5 inch disk into Drive A

I. CITATIONS

1. Press P and Carriage Return

   Window will appear with options:
   Print on Printer
   Download to Disk

2. Choose Download to Disk since there is NO PRINTER attached to this service

3. Follow remaining instructions as they appear on screen

*** IF YOU CHANGE THE FILE NAME, be sure to precede the new name with an **A:** ... e.g. a:infotrac or a:ibm or a:banking

If you do not include the a: the file will not end up on your floppy disk (which is in Drive A)

II. COMPANY REPORTS (full-text)

1. Select report reference you want and press **Enter**

   Window will appear listing sections of the report

2. Select first section (usually ABSTRACT) and press **Enter**

3. Now Press P and follow instructions as they appear on screen

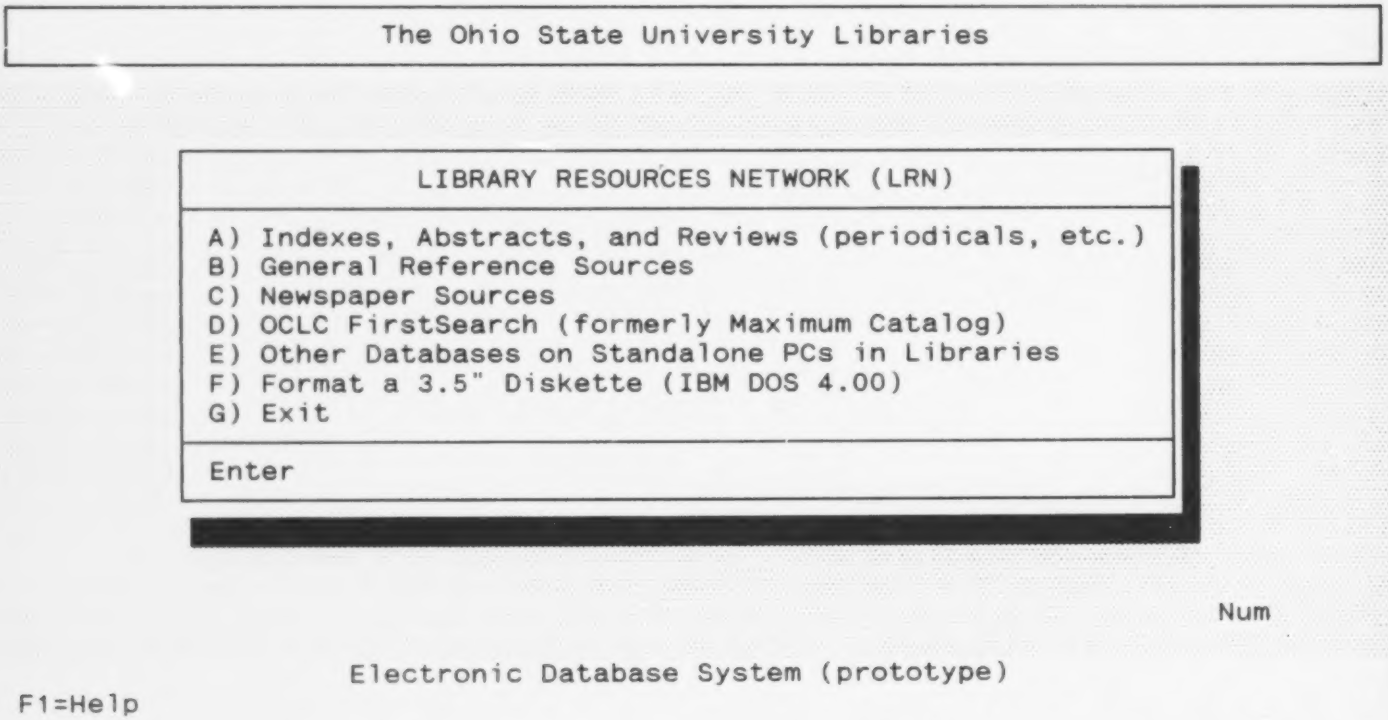
Remember: IF YOU CHANGE THE FILE NAME, be sure to precede the new name with an **A:** (e.g. a:infotrac or a:ibm or a:banking) or the file will not end up on your floppy disk

Have You Considered **Downloading?**

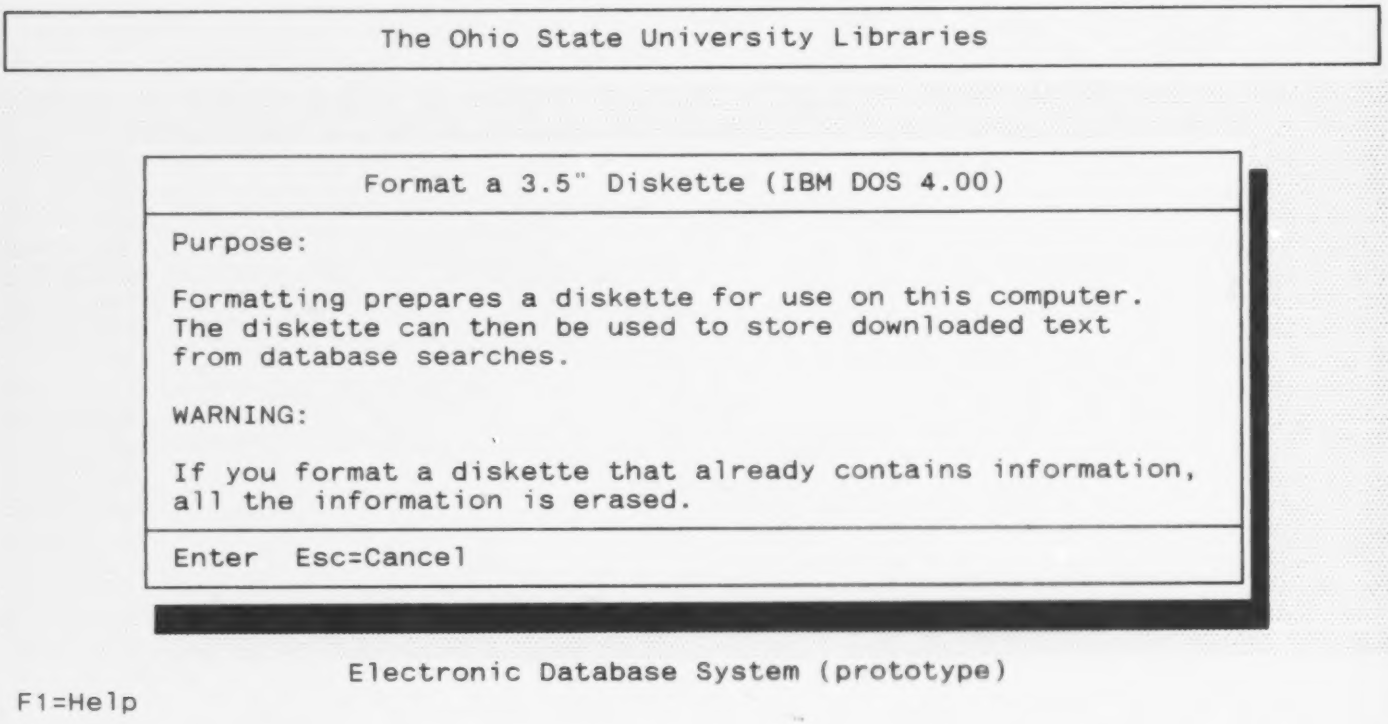
- It's fast
- Saves paper
- Allows you to transfer records into your own computer

See Database Guide for instructions or ask for assistance

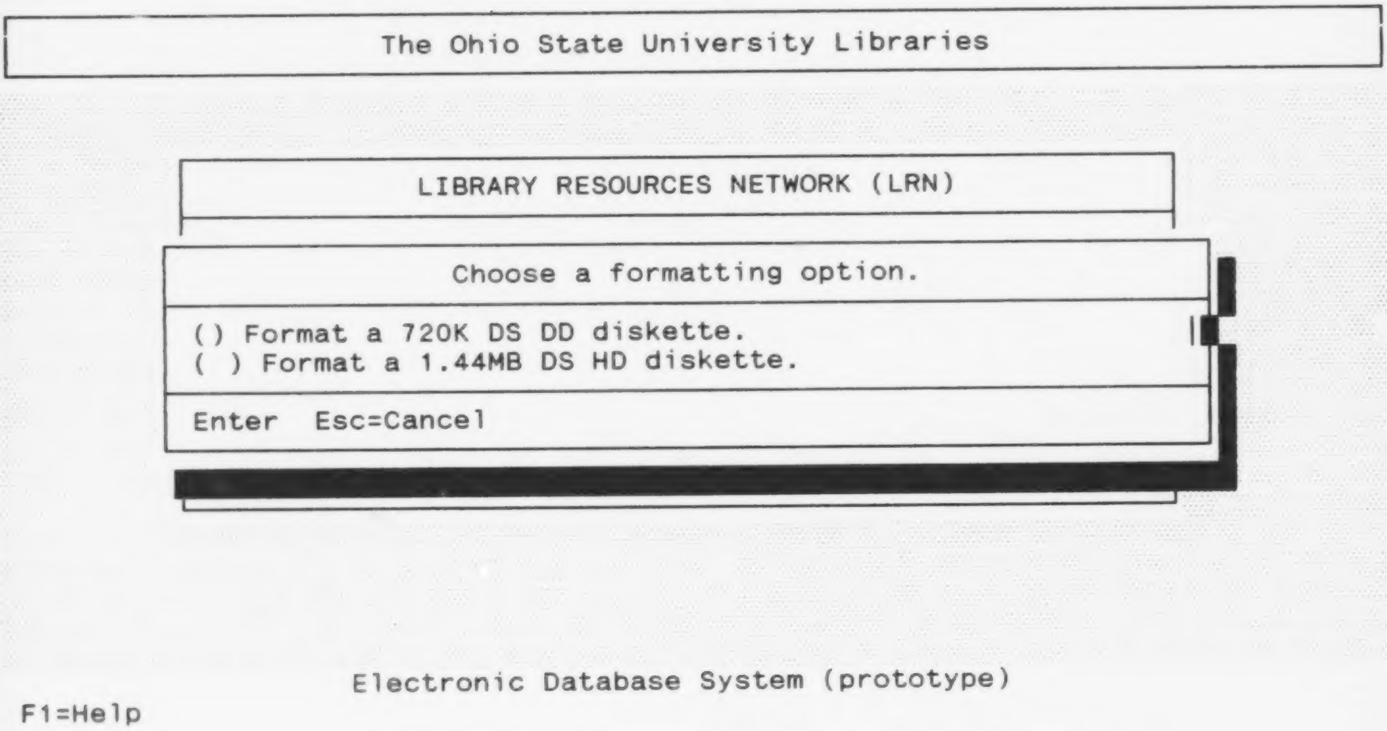
Ohio State University Libraries



```
                    The Ohio State University Libraries

         LIBRARY RESOURCES NETWORK (LRN)
         A) Indexes, Abstracts, and Reviews (periodicals, etc.)
         B) General Reference Sources
         C) Newspaper Sources
         D) OCLC FirstSearch (formerly Maximum Catalog)
         E) Other Databases on Standalone PCs in Libraries
         F) Format a 3.5" Diskette (IBM DOS 4.00)
         G) Exit
         Enter

                                                          Num
               Electronic Database System (prototype)
F1=Help
```



```
                    The Ohio State University Libraries

             Format a 3.5" Diskette (IBM DOS 4.00)
        Purpose:

        Formatting prepares a diskette for use on this computer.
        The diskette can then be used to store downloaded text
        from database searches.

        WARNING:

        If you format a diskette that already contains information,
        all the information is erased.
        Enter  Esc=Cancel

               Electronic Database System (prototype)
F1=Help
```



```
The Ohio State University Libraries

LIBRARY RESOURCES NETWORK (LRN)

Choose a formatting option.

() Format a 720K DS DD diskette.
( ) Format a 1.44MB DS HD diskette.

Enter  Esc=Cancel

Electronic Database System (prototype)
F1=Help
```

DOWNLOADING from COMPACT DISCS in Van Pelt Ref

****Always begin by putting a formatted 3 1/2" DD[1] disk in drive A:****

SilverPlatter (Eric, PsycLIT, Sociofile, GeoRef)

1. Put a formatted 3 1/2" DD disk in the A: drive
2. Press **F10**, then press **d**
3. Press **s** to start downloading with current option settings,

   or press **c** to change options (fields, records, filename, etc.):

   Press **Tab** to select options to change
   Press ← → to change options
   Press <┘ to accept options
   Press **s** to start downloading

P.A.L.S.

1. Put a formatted 3 1/2" DD disk in the A: drive
2. Select item(s) to be downloaded from the Brief Citation list

   Use ↑ ↓ and press <┘ to select individual items;

   or press **Ctrl-x** to select all items on screen
3. Press the **F4** key [Save to Disk]
4. Select **Full** or **Brief** Citations for output and press <┘
5. At File Output window, type **a:** and a filename, e.g., **a:myfile** and press <┘
6. If the file already exists, you can choose to **append** or **overwrite** it

UMI (Dissertation Abstracts, Newspaper Abstracts)

1. Put a formatted 3 1/2" DD disk in the A: drive
2. [Optional] mark one or more items for output: press **F9**
3. press **F4** [from List of Items or record display]
4. use ↑ ↓ to move among options; press space-bar to select

   select format: long or short records
   select output to: Disk file only or Printer and Disk file
   enter new filename [optional]; leave drive A:
   press <┘ when finished with changes
5. select current, marked (if any), or all records, press <┘

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DOWNLOADING from COMPACT DISCS in Van Pelt Reference

WILSONDISC (Readers' Guide, SSI, MLA, Humanities, Art)

1. Put a formatted 3 1/2" DD disk in the A: drive

2. When ready to download current set, press **Alt-p**

3. Backspace over "PRN" and enter drive **a:** and filename, e.g., **a:myfile**

4. Enter **p** and press <┘

5. press **F6** [or F4]: all printing will go to screen and disk file]

6. When download is finished, press **Alt-p** again, backspace over
   drive and filename, and enter **PRN** to reset printing to printer.

   [NOTE: you must do step "6.", or your downloaded file will be empty!]

SSCI (Social Sciences Citation Index)

1. Put a formatted 3 1/2" DD disk in the A: drive

2. Do searches

3. with selected search statement highlighted, Press **F4**-Results, press <┘

4. Press **c** to Collect records, and choose either "This Record" or the
   "Full Set" of results to a subset of collected records to be printed
   or saved to a disk file

5. Press **F4** again; select either 'Show Collection records' or
   'Show COllection Titles'

6. Press **m** (Makeset) to make a set of the collected records

5. Press **s** to **S**ave the set

6. Select options: **S**ave: [This record, Full Set]
   File format: [Plain text, Pro-Cite, Tagged, NLM]
   Record format: [Short, Long, Record + Addresses,
   Record + References]

   [Use bold letter to see menu of choices.]

7. Press <┘ to begin downloading

8. All output goes to A: drive: enter Filename: e.g., myfile press <┘

---

1. DD (720K Double Density) disks work in all workstation drives. Those workstations with "1.44" on the blue disk eject button will also accept HD (1.44MB High Density) disks.

cddl.wpd 6/91

STANFORD UNIVERSITY

for the online catalog, Socrates

```
Page 1     print help screens                                   Mon Apr 20 14:54:46 1992
===========================================================================================

COMMAND: help print

-There are 3 helps like PRINT:
  1. PRINT COMMANDS
  2. PRINTER INDEX
  3. PRINTING
-Type the number of the HELP you want.
-Which number? 1

The PRINT command lets you print records from your search result at a variety
of printers on campus.  Examples:
   print all to meyer           <-- only valid for some Meyer terminals
   print full 1/5 to sweet      <-- the printer in Sweet Hall
   print full 12.3 to attached  <-- only valid when a printer is connected
                                     to your terminal
   print 1, 4, 7/10      <-- if you omit a destination, Folio will ask for one
Type HELP PRINTERS for more information about printers available for your use.

In your PRINT command, include numbers corresponding to the records that you'd
like printed.  (Use the same sort of numbers that you'd use for the DISPLAY
command.) ALL means all records in your search result.  FULL means that you
want to print the FULL form of the record.  Numbers with a slash (1/5 or 7/10)
are number ranges (1 through 5; 7 through 10).

The printers in the libraries are limited to Socrates only and to 20 FULL or 80
BRIEF displays at a time. Other printers are limited to 100 pages (6000 lines).

To print headings only (not the records associated with the headings):
    print headings 1/5

Type HELP again if you wish to see a glossary of HELP terms
COMMAND: help printers

The PRINT command lets you print records from your search result.  Examples:
    PRINT 4 FULL       <-- for record 4, in the FULL display
    PRINT ALL          <-- all records in your result (in BRIEF display)
    PRINT 3-10         <-- for records 3 through 10 (in BRIEF display)

After you type your PRINT command, you'll be asked which printer you want to
use.  Here are some of the possibilities:

- In the GREEN, MEYER, ENGINEERING, CHEMISTRY, and CUBBERLEY Libraries, most of
the public terminals are allowed to use self-service printers in those
libraries.  (Socrates only)  At the "Enter printer name" prompt, just press the
RETURN key to use the printer in the library.

- Type SWEET at the "Enter printer name" prompt to print at the
printers in Sweet Hall.

- Type FORSYTHE to print on Forsythe Hall printers.  This is only valid if you
are using your own Forsythe computer account (not a free Folio account).

                    ... continued (press RETURN to see the next screen)

Help continues on the next page
Press RETURN to continue; press the BREAK key (or CTRL-C) to stop
COMMAND:
```

```
- You may also type other printer names recognized by the Forsythe computer,
for example, printers that you use with the WYLBUR text editor.

- Type ATTACHED at the "Enter printer name" prompt if you want to print on a
printer connected directly to your terminal or micro.  (This works on micros
only if you are using the Samson terminal emulation program.)

For details about the PRINT command and more examples, type HELP PRINT COMMAND.

You can also save records in a computer file or send them through electronic
mail.  Type HELP MAIL COMMAND or HELP SAVE COMMAND for instructions.

Type HELP again if you wish to see a glossary of HELP terms
COMMAND: help print command

The PRINT command lets you print records from your search result at a variety
of printers on campus.  Examples:
   print all to meyer            <-- only valid for some Meyer terminals
   print full 1/5 to sweet       <-- the printer in Sweet Hall
   print full 12.3 to attached   <-- only valid when a printer is connected
                                      to your terminal
   print 1, 4, 7/10      <-- if you omit a destination, Folio will ask for one
Type HELP PRINTERS for more information about printers available for your use.

In your PRINT command, include numbers corresponding to the records that you'd
like printed.  (Use the same sort of numbers that you'd use for the DISPLAY
command.) ALL means all records in your search result.  FULL means that you
want to print the FULL form of the record.  Numbers with a slash (1/5 or 7/10)
are number ranges (1 through 5; 7 through 10).

The printers in the libraries are limited to Socrates only and to 20 FULL or 80
BRIEF displays at a time. Other printers are limited to 100 pages (6000 lines).

To print headings only (not the records associated with the headings):
    print headings 1/5

Type HELP again if you wish to see a glossary of HELP terms
COMMAND: help print

-There are 3 helps like PRINT:
  1. PRINT COMMANDS
  2. PRINTER INDEX
  3. PRINTING
-Type the number of the HELP you want.
-Which number? 2

The PRINTER index lets you search by the printer headings assigned to some
materials.  Printer headings are used for some items cataloged by the Special
Collections and Archives departments.  For details about how to use this index,
contact Special Collections (723-4054).

Use BROWSE PRINTER to scan an alphabetical list of printer headings.
For example:
   BROWSE PRINTER alcuin    (will show headings, starting with "alcuin")
```

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```
Alternatively, if you already know a printer term, you may use the PRINTER
index with the FIND command.  For example:
   FIND AUTHOR walpole and PRINTER alcuin

Note: PRINTER is a phrase index. For personal names, always enter the last
name first, and use a comma between last name and forenames.

Type HELP again if you wish to see a glossary of HELP terms
COMMAND: help print

-There are 3 helps like PRINT:
  1. PRINT COMMANDS
  2. PRINTER INDEX
  3. PRINTING
-Type the number of the HELP you want.
-Which number? 3

The PRINT command lets you print records from your search result.  Examples:
    PRINT 4 FULL       <-- for record 4, in the FULL display
    PRINT ALL          <-- all records in your result (in BRIEF display)
    PRINT 3-10         <-- for records 3 through 10 (in BRIEF display)

After you type your PRINT command, you'll be asked which printer you want to
use.  Here are some of the possibilities:

- In the GREEN, MEYER, ENGINEERING, CHEMISTRY, and CUBBERLEY Libraries, most of
the public terminals are allowed to use self-service printers in those
libraries.  (Socrates only)  At the "Enter printer name" prompt, just press the
RETURN key to use the printer in the library.

- Type SWEET at the "Enter printer name" prompt to print at the
printers in Sweet Hall.

- Type FORSYTHE to print on Forsythe Hall printers.  This is only valid if you
are using your own Forsythe computer account (not a free Folio account).

                       ... continued (press RETURN to see the next screen)

Help continues on the next page
Press RETURN to continue; press the BREAK key (or CTRL-C) to stop
COMMAND:


- You may also type other printer names recognized by the Forsythe computer,
for example, printers that you use with the WYLBUR text editor.

- Type ATTACHED at the "Enter printer name" prompt if you want to print on a
printer connected directly to your terminal or micro.  (This works on micros
only if you are using the Samson terminal emulation program.)

For details about the PRINT command and more examples, type HELP PRINT COMMAND.

You can also save records in a computer file or send them through electronic
mail.  Type HELP MAIL COMMAND or HELP SAVE COMMAND for instructions.

Type HELP again if you wish to see a glossary of HELP terms
```

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```
     The value sent by pressing a key varies depending on your hardware,
     software, and communication path.  Key names that disappeared when
     you hit that key should work correctly to search a CD-ROM database.

     Use these substitutes for key names that are still visible:

      End       <ctrl-f> e   i.e., press Ctrl and hit f, release both, hit e
      Home      <ctrl-f> h
      f1 - f10  <ctrl-f> 1   thru   <ctrl-f> 0

      Pg-Up     <ctrl-p> u   Pg-Dwn    <ctrl-p> d

     Two special keys are very important:

        <ctrl-t>    reveals information hidden at top/bottom of CD screen

        <ctrl-\>    stops a CD-ROM session if nothing else seems to work

                          [Press return to continue]


     Other facts about the EXPERIMENT:

        1.  A 30-minute limit applies to sessions if others are waiting
            to search.  You'll see 2 warnings -- at 5 min. before shut
            down, and again 30 seconds before your session is closed.

        2.  For more information about substitutes for keys that don't
            work with your hardware, software, or communications path,
            choose HELP from the menu and read MORE KEY INFORMATION.

        3.  We may need to work on the system from time to time.  We'll
            provide as much advance notice as possible.


                          [Press return to continue]

                    PLEASE NOTE - PRINTING INFORMATION

While using CD-ROM products, you have three options for capturing information
in hardcopy or machine-readable format:

1. You can use the print screen or print session capability of your terminal
   or communications software to obtain paper copy of the displayed screen(s)
   on your local printer.

2. You can use the session logging capability of your communications software
   to continuously capture all information being displayed on your screen
   into a log file on your local computer.  You could then edit and/or print
   the log file thus created with your local word processor.

3. You can use the printing feature of the CD-ROM product you are searching.
   Most CD-ROM software provides a facility to print the results of a search.
   On a stand-alone system this data would be sent to an attached printer.
   In our system, however, such printer output will be captured in a log file
   on the CD-ROM server and can be sent to your electronic mail account.
```

```
Please do not use the downloading facility of the search software.  Your
downloaded search results will not be saved.  Please use one of the techniques
described above to capture your data.
                        [Press return to continue]


        ----------------------------------------------------------
        In future press Ctrl-\ to bypass the introductory screens
        ----------------------------------------------------------

 -------------------------------------------------------------------------------
                          STANFORD UNIVERSITY              Mon Apr 20  14:44

        The following CD-ROM applications are available on the system.
        Please select one by entering the corresponding number at the prompt.

        [Note: we are experiencing intermittent difficulties.  Occasionally
        a CD-ROM server will fail to initialize.  Sorry for any inconveniece]

        [00] -- Help

        [1]  -- Art Index [Sept 1984 - Feb 1992]
        [2]  -- Dissertation Abstracts [Jul 1980 - Dec 1991]
        [3]  -- Enviro/EnergyLine Abstracts [1971 - Jan 1991]
        [4]  -- Modern Language Association (MLA) Bibliography [1981 - Dec 1991]
        [5]  -- Statistical Masterfile [1984 - 1991]
        [6]  -- Video Directory [1987 - 1990]
        [7]  -- Water Resources Abstracts (WRA) [NOT YET AVAILABLE ]

        [88] -- Make a comment/suggestion

        [99] -- Logoff

                  PLEASE ENTER YOUR CHOICE:  99


[cdrom connection closed.]
Command> socrates
Please note:
  Access to Socrates is provided by a system called Folio, which
  also provides access to additional academic and institutional
  data resources, using the same searching techniques as Socrates.

  Please use the FOLIO command to access Folio directly.

Please wait a moment for your Folio session to begin...
            (Type END to leave Folio.)

                          Welcome to Folio

Through Folio you have access to:
    - Socrates, the online catalog of the Libraries of Stanford
    - Other information files of interest to the Stanford community
    - Library and information systems at other universities
```

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```
Use the HELP command to learn how to search Folio.  Type SELECT to choose
a file for searching.
 *----------------------------------------------------------------------*
 |  New in Folio:  Networked CD-ROM databases (Art Index,               |
 |    Dissertation Abstracts International, Enviro/EnergyLine Abstracts,|
 |    Modern Language Association Bibliography, Statistical Masterfile, |
 |    Video Directory, and Water Resources Abstracts)                   |
 *----------------------------------------------------------------------*

For introductory information:      type HELP and then press the RETURN key
To see a list of files:            type SELECT and press the RETURN key
To search Socrates:                type FIND and press the RETURN key
For COMMAND mode:                  type COMMAND and press the RETURN key
```

other catalog displays. Information is labeled with coded tags defined by the Library of Congress MAchine-Readable Cataloging (MARC) system. Type DISPLAY TAGGED to see this MARC record.

Printing, Mailing, or Saving Results

▪ PRINT

To send Socrates citations to a printer, type PRINT followed by the specific citation numbers, e.g.,

```
PRINT 4
PRINT 1.1, 4.3, 9.9
PRINT FULL 7.6
```

After you type the PRINT command, you will be asked which printer you want to use. In some libraries, you will be able to press the return key to indicate the local self-service printer. Other options include HAMLET (for the AIR printers in Sweet Hall), FORSYTHE (if you are using a regular Forsythe account), ATTACHED (for a printer attached to the terminal you are using), and any other printer names recognized by the Forsythe computer.

Note: There is a limit of 80 brief citations or 20 full citations when using the PRINT command with the library printers.

▪ MAIL

To send Socrates citations via electronic mail, type MAIL followed by the citation numbers. You will then be asked for the specific electronic mail address to which the mail should be sent.

▪ SAVE

If you are using Socrates on a microcomputer via Samson, you can download citations to a file on your computer by using the SAVE command. Socrates will ask for a file name.

If you are using an account that has a WYLBUR active file, you can add TO ACTIVE to the end of a SAVE command to place citations in your active file. For example:

```
SAVE 3,9,12/14 TO ACTIVE
```

Note: All the various display options described on pages 17-18 may be used with the PRINT, MAIL, and SAVE commands.

CROSS CULTURAL CD #1: HUMAN SEXUALITY

HOW TO DOWNLOAD

1. Insert a **formatted** 5.25" floppy disk into drive **B**.
    - a. If you have an **unformatted DOUBLE DENSITY** disk, first insert it in drive **B**; type **format b:** and press ‹**ENTER**›.
    - b. If you have an **unformatted HIGH DENSITY** disk, first insert it in drive **A**; type **format a:** and press ‹**ENTER**›: remove the disk from drive **A** and insert in drive **B**.

2. To download press ‹**Esc**›, then ‹**t**› to display the transfer menu.

3. **If you do not want to change menu selections**, press ‹**Enter**› to begin transfer to the floppy disk.

4. **If you want to change the menu selections:**

    - a. Press ‹**Tab**› to move cursor among menu settings;
    - b. If you want to change **Fields: ALL**, press ‹**F3**› for a list of fields;
    - c. Type over existing information;
    - d. Press ‹**Enter**› to begin downloading.

If you do more than one transfer and do not change the file name, subsequent downloads will be appended to the default filename (i.e., the new data will not overwrite existing data in the file.)

2/90 JR/ETH

STANFORD UNIVERSITY

DISSERTATION ABSTRACTS ON CD ROM

HOW TO DOWNLOAD TO FLOPPY DISK

1. Insert a **formatted** 5.25" floppy disk into drive **A**.

    a. If you have an **unformatted DOUBLE DENSITY** disk, first insert it into drive **B**; type **format b:** and press **<Enter>**; remove the disk from drive **B** and insert it into drive **A**.

    b. If you have an **unformatted HIGH DENSITY** disk, first insert it into drive **A**; type **format a:** and press **<Enter>**.

2. When displaying either a list of items (i.e., citations) or the full record of an item, press **<F4>** and follow the instructions presented on-screen in the **OUTPUT OPTIONS** and **OUTPUT SELECTIONS** windows.

    a. **To override the allowed maximum number of downloaded citations** indicated in the **OUTPUT SELECTIONS** window, first mark each item to be downloaded as follows:

    If you are viewing a list of titles, move the selection bar (using an appropriate arrow key) to each of the desired titles and then press **<F9>** or the spacebar. You can unmark a highlighted item by pressing **<F9>** or the spacebar again.

    If you are viewing full records, place the blinking cursor anywhere in the desired records and then press **<F9>**. You can unmark a highlighted item by pressing **<F9>** or the spacebar again.

    b. **If you have used the browse mode**, be sure that the cursor is on the first character in the full record of the item to be downloaded. Only one item can be downloaded at a time in browse mode.

    c. **To change the name of the file to which items will be downloaded (\umi.txt)**, use the arrow key to move the bar to **File Name:** in the **OUTPUT OPTIONS** window; type the new file name (e.g., myfile) and press **<Enter>**. Each time you download search results they will be appended to the same file until you specify a new file name.

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3. When you are finished downloading, remove the disk from drive **A**.

4. When you are done searching, exit from the system to the **C:\>** prompt.

   NOTE: To view the downloaded file(s) on your floppy disk, type **type a:filename** (e.g., type a:myfile) and press <**Enter**>. To return to the CD ROM menu, type **main** at the **C:\>** prompt and press <**Enter**>.

9/89 ETH

STANFORD UNIVERSITY

MLA BIBLIOGRAPHY ON CD ROM

HOW TO DOWNLOAD TO FLOPPY DISK

1. Insert a **formatted** 5.25" floppy disk into drive **A**.
    a. If you have an **unformatted DOUBLE DENSITY** disk, first insert it into drive **B**; type **format b:** and press <**Enter**>; remove the disk from drive **B** and insert it into drive **A**.

    b. If you have an **unformatted HIGH DENSITY** disk, first insert it into drive **A**; type **format a:** and press <**Enter**>.

2. Display a citation you wish to download.

3. Press <**Alt**> and **p** at the same time.

4. Backspace to erase the characters **PRN** appearing in the window.

5. Type **a:filename** (the filename can be any string of 8 or fewer characters; e.g., a:myfile) and then press <**Enter**>.

6. Press <**F4**> to download the displayed citation only **OR** press <**F6**> to download all citations.

7. When you are finished downloading, remove the disk from drive **A**.

8. When you are done searching, exit from the system to the **C:\>** prompt.

NOTE: To view the downloaded file(s) on your floppy disk, type **type a:filename** (e.g., type a:myfile) and press <**Enter**>. To return to the CD ROM menu, type **main** at the **C:\>** prompt and press <**Enter**>.

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OXFORD ENGLISH DICTIONARY ON CD ROM

HOW TO DOWNLOAD TO FLOPPY DISK

1. Insert a **formatted** 5.25" floppy disk into drive **A**.

    a. If you have an **unformatted** **DOUBLE DENSITY** disk, first insert it into drive **B**; type **format b:** and press ‹**Enter**›; remove the disk from drive **B** and insert it into drive **A**.

    b. If you have an **unformatted** **HIGH DENSITY** disk, insert it into drive **A**; type **format a:** and press ‹**Enter**›.

2. **To download all or part of the current entry**, select **OUTPUT** from the Display Panel menu or press ‹**F5**›. A sub-menu will appear with four options: **SCREEN, ENTRY, BY LINES,** and **LIST**. Select one of the first three options. Refer to page 68 in the OED User's Guide for detailed information on each of the **OUTPUT** options.

3. Press ‹**Enter**› to change **[PRINTER]** to **oedentry**, the default filename. Change this filename by typing in a different filename. Give a different name to each file you download (see step #5, below). If necessary, press the spacebar to erase extra characters.

4. Select the line beginning **Print Entry to** and press ‹**Esc**›. If you decide not to download, select the same line, press ‹**Enter**›, and then press ‹**Esc**›.

5. The system default is to **REPLACE** the contents of a pre-exisiting file with those of the most recently downloaded file if both files have the same name. If that is what you wish to do, press ‹**Esc**›. If you do not wish to give a different name to each downloaded file (see step #3, above), press ‹**Enter**› to change **REPLACE** to **APPEND**, then press ‹**Esc**›. In either case, you have now downloaded your file to the hard disk, drive **C**.

6. To exit and return to DOS, display the Search Panel, then press ‹**Esc**› and type **y** at the query prompt.

7. **To copy a file from the hard disk onto your floppy disk in drive A,** type **copy filename.prt a:** (e.g., copy myfile.prt a:) at the **C:\>** prompt and press ‹**Enter**›. Note that **PRT** is automatically appended as part of the filename.

8. When you are finished downloading, remove the disk from drive **A**.

   NOTE: To view the downloaded file(s) on your floppy disk, type **type a:filename.prt** (e.g., type a:myfile.prt) and press ‹**Enter**›. To return to the CD ROM menu, type **main** at the **C:\>** prompt and press ‹**Enter**›.

9/89 ETH

SSCI

HOW TO PRINT

Print the results of your searches--from F4 Results displays--as follows (ignor other menu directions, such as "P"):

Use Alt-P, followed by Enter (ignor window options that may appear).

Select and print records individually, as needed. Full records are printed (even from Title-only display). The same printing procedure applies for Related Records.

HOW TO DOWNLOAD TO FLOPPY DISK

Insert a formatted 5 1/4" floppy disk into drive A.

In F4, Results mode, display or collect the record to be downloaded.
Use Save ("S") and follow option windows to save onto disk.

In F3, Search mode, use Alt-S to save a search session to disk.

SYRACUSE UNIVERSITY LIBRARY

ABI/INFORM ON DISC

ABI/INFORM ONDISC is an index to over 800 business and trade journals covering accounting, auditing, banking, economics, human resources, and marketing. Covers the most recent five years. Updated bimonthly.

Important keys

F1	F2	F3	F4	F6	F9	F10
Help	Search Options	Modify Search	Print/ Download	Index	Mark Record	Change Database

Hint Pressing the **enter** key takes you one step further into search. Pressing the **esc** key takes you one step back.

To search for:	type:	searches:
WORD	computer	this word anywhere in database
WORD IN TITLE	ti(oilfield)	this word anywhere in the title field
WORD PHRASE	management accounting	this phrase anywhere in the database
YEAR	da(1990)	this year in publication year field
AUTHOR	au(mintzburg)	this name in the author field
COMPANY NAME	co(general motors)	this name anywhere in company field
SUBJECT HEADING	te(market research)	Consult thesaurus *Proquest Business Vocabulary* near the workstation.

Modify search-F3

ABINFORM ONDISC always displays the results of the last search. If the search for which you want to display records is not the last in the list, **type the number of the search in square brackets. Press Return.**

Example: [4]

Use the F3 key to combine the results of previous searches with a new search statement. **Press Return.**

Example: [4] and general motors.

Search strategy

OR job OR position (Broadens search by usingsynonyms)

AND sales AND inventory (Narrows the search)

AND NOT marketing AND not sales (Narrows search by eliminating specified term. Use carefully!)

Truncation

Use an question mark to include all words with a common root.

Comput? Retrieves:
computable
computation
computech

Index-F6

Pressing **F6** displays an index screen. Type the terms to be searched, use the arrow key to move through the list, and the return key to select terms(s) to be searched.

Sample ABI/Inform record

Field names:

ACCESSION NUMBER:	86-33027
AUTHOR:	Dreyfack, Kenneth
JOURNAL:	Business Week (Industrial/Technology Edition) Iss 2965 Date: Sep 22, 1986 pp: 80-81 Jnl Code: BWE ISSN:0007-7135
COMPANY:	Quaker Oats Co (DUNS:01-131-6439)
TERMS:	Case studies; Food industries; Acquisitions & mergers; Corporate growth; Market strategy
CODES:	9110 (Company specific); 8610 (Food processing industry); 2330 (Acquisitions & mergers); (7000 Marketing)
ABSTRACT:	With its core cereal business at maturity, Quaker Oats Co. (Chicago, Illinois) is stepping up efforts to add new products and new packaged food that can be marketed with...

To display records

To start display:

Press **enter** key.

To move around:

Press **PgDn key** to view next screen.
Press **PgUp** key to view previous screen.

Press **Down arrow** to show next record.
Press **Up arrow** to show previous record.

To mark records-F9

Press **F9** to mark records for printing or downloading.
Press **Shift F9** to unmark record.

To print or download records-F4

To **print** a record, press **F4** to display the **Output Options** Menu. To change the menu selections:

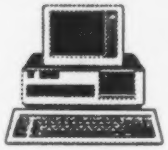
- •Press the **arrow key** to move the cursor among the menu selections.
- •Press the **enter key** to select the desired option..

To **download** records, use a formatted 3 1/2 inch disk. Press the **F4** key to display the **Output Options** menu. To change the menu selections

- •Press the **arrow key** to move the cursor among the menu selections.
- •Press the **enter key** to select the desired option.

In/P
MLS//PC/CFB
11/91

Hardware & Software



The Scholars' Information Center has nearly 50 networked IBM compatible computers that allow you to:

- *Do your library research by accessing databases stored on CD-ROMs.*
  A wealth of the University Libraries' research information is stored on CD-ROMs. Now you can access this data from every computer in the center. See the inside of this brochure for a list of the available databases.

- *Type your paper in WordPerfect.*
  WordPerfect is a word processing program that allows you to set up and type your paper on a computer.

- *Create a spreadsheet in Lotus 1-2-3.*
  Lotus 1-2-3 is a spreadsheet program you can use to create rows and columns of numerical data and perform calculations on them.

- *Print your work on a dot matrix or laser printer.*

The computers in the Center are Compaq Deskpro computers with a hard drive and floppy disk drive. Bring your own 3.5" double-sided, double-density or high-density disk to save your work. Double-sided, double-density disks can be used at any campus computer lab. High-density disks can store more information but they can only be used in computers with high-density drives like those in the Scholars' Information Center.

Scholars' Information Center Hours

Monday - Thursday
9:00 am to 11:00 pm

Friday
9:00 am to 6:00 pm

Saturday
9:00 am to 4:00 pm

Sunday
12:00 noon to 11:00 pm

These hours are regular semester hours. See hours posted in the library for special holiday, break, and end of semester hours or call 787-1183. Consultants are on duty to answer questions. Handy quick reference guides are also available for first-time users.

PC Loaner Program

Students can use a computer at home by borrowing one through the PC Loaner Program. The program offers portable IBM compatible computers and also modems. Computers come with software for writing papers (WordPerfect), creating spreadsheets (Lotus 1-2-3), and connecting to the mainframe (Kermit). Stop by the circulation desk on the first floor of Paley Library to find out more details.

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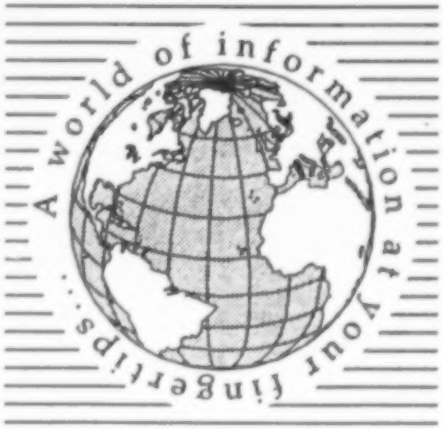
Temple University

Scholars' Information Center

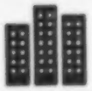

A world of information at your fingertips...

A Guide to Resources

Paley Library, First Floor

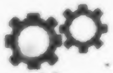
Temple University

Indexes available on CD-ROM:



ABI/INFORM *(1971-present)*
The leading business and management information database, ABI/INFORM provides access to more than 800 journals. All ABI/INFORM records include a 150 word abstract describing the article, in addition to a full bibliographic citation. This database provides current and comprehensive information on accounting, human resources, international trade, real estate, advertising, marketing and management, among others.

Art Index *(1984-present)*
Art Index indexes over 200 periodicals and other publications relevant to archeology, architecture, art history, fine and folk arts, graphic arts, design and photography.

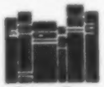


Compendex *(1985-present)*
The Compendex database provides coverage of the world's significant engineering and technical literature. Each record in the database is a reference to a journal article, technical report, book or other publication and includes a concise abstract describing the document.

Dissertation Abstracts *(1861-present)*
Dissertation Abstracts Ondisc provides the most comprehensive access to doctoral dissertations and masters theses. More than 500 universities throughout the world, including most North American graduate schools and many European universities, are represented. Each record contains an abstract and complete bibliographic information for materials included since 1980. From 1861 to 1980 bibliographic citations are available.

ERIC *(1966-present)*
ERIC is the most widely used database on the literature of education. It includes abstracts and bibliographic citations for published journal literature from over 775 periodicals and thousands of reports. A microfiche collection of the reports indexed is available on the ground floor of Paley Library.

GPO *(1976-present)*
GPO contains bibliographic citations to government publications from 1976 to the present. The database contains over 275,000 references to books, reports, studies, periodicals, maps and other publications issued by government agencies. Topics include business, demographics, medicine, public policy and much more.



MLA International Bibliography
(1981-present)
This database, produced by the Modern Languages Association, provides coverage of language, literature, linguistics and folklore in many languages. Though most records are to periodicals, other materials are also listed.

Psyclit *(1974-present)*
Psyclit, the most comprehensive resource for information in psychology and the behavioral sciences, contains citations and abstracts to over 1,300 journals. Compiled by the American Psychological Association, this international database includes topics on all aspects of psychology as well as the behavioral aspects of education, medicine, sociology and other fields.

Sociofile *(1974-present)*
Sociofile provides comprehensive coverage of the world's literature on sociology and applied aspects of sociology. Over 1,800 journals are indexed along with relevant dissertations. A citation and abstract are included for each record.

SPORT Discus *(1975-present)*
SPORT Discus is the only international sports database. It covers the fields of exercise, medicine, biomechanics, coaching and sports medicine.

Other resources on CD-ROM:

Information Finder
All the information in the 17,000 articles and 1,700 tables of the World Book Encyclopedia, as well as the definitions in the World Book Dictionary, are easily accessible in Information Finder.

Shakespeare
The complete unabridged text of all William Shakespeare's works - plays, poems and sonnets - in the original and in American English versions is included.

Government Publications on CD
A wide variety of information is being issued on CD by U.S. government agencies. Among the resources now available are:

- Census of Population and Housing
- Congressional Record
- County Business Patterns
- County and City Data Book
- Economic Censuses
- Foreign Trade Statistics of the U.S.
- Hazardous Materials Information System
- NTDB Export Connection
- Toxic Chemical Release Inventory

New databases are added on a regular basis.

IBM for Beginners: How to create and print your paper in WordPerfect 5.1 in the Scholars' Information Center

The Scholars' Information Center is located on the first floor of Paley Library.

I. Before you get started

If I want to save my work, do I need a disk?
Yes, if you want to finish your work later or keep it permanently. Blank disks can be purchased at the bookstore in S.A.C. or any computer store. Ask for a 3.5" double-sided, double-density disk which can be used in practically any lab on campus. You can also ask for a high-density disk which allows you to store more information. However, high-density disks can only be used in computers with high-density drives like those in the Scholars' Information Center. Not all campus labs have computers with high-density drives. But you don't have to buy a disk. You can temporarily save your work on the network. The network stores the computer programs that you and other users can access. Remember though, as soon as the computer is turned off, your file will be erased from the network.

If you want to save your information on a blank disk, it must be formatted for an IBM/DOS computer. (This procedure is explained in Section III.)

What do I need to know about printing?
Most of the computers in the center are connected to two network printers capable of printing your paper at near-laser quality. There is no charge for using these printers. The center also has four computers connected to four laser printers. To use the laser printers, you must have a VendaCard as there is a charge of 15 cents a page for printing. You can buy a VendaCard from a machine located on the first floor of the library near the Circulation Desk and the elevators.

II. Getting Started

How do I start the computer?
1. Press any key to see if the computer is already turned on. If it's on, and the network menu is on the screen, continue on to section III. If it's not turned on, push the switch on the front of the monitor and on the front of the computer to the "I" position.
2. Once the computer has booted up, you will see the message ***Boot from network? Y or N.*** Press Y for yes to access the network.
3. If the system has started successfully, you will see the Scholars' Information Center Banner and then a screen with information about the lab. Press **ENTER** to get to the network menu.

III. Formatting a blank disk

I'll be saving my work on my own disk. How do I format a blank disk?
Formatting erases all information on the disk and prepares it to store your information. Format the disk **only** the first time you use it. If you format it after you have stored information on it, the information will be erased.

To format a disk on the network:
1. Once you have the network menu on the screen, insert your blank disk into drive A:, face-up, metal end first.
2. Press the down arrow key to highlight D. **DOS Utilities** and then press **ENTER**.
3. You will then see another menu with **FORMAT DISK IN DRIVE A:** already highlighted. Press the **ENTER** key.
4. You will then see a message warning you that if you format the disk, information on the disk will be erased. Press **ENTER** to continue.
5. Next you will see a menu asking how you want your disk formatted: ***1.44MB*** for high-density disks or ***720K*** for double- or low-density disks. Use the arrows keys to select the correct density for your disk and then press **ENTER**.
6. Next you will see a message telling you to insert your disk. Press **ENTER** to begin formatting.

7. You will see the light go on in the A: drive and the screen will show the progress of formatting. When formatting is finished, you will see a question asking if you wish to format another disk. Type **N** for no and press **ENTER**.
8. You will then return to the DOS menu. Press the **ESC** key to return to the network menu.

V. Using Word Perfect on the network

How do I start WordPerfect ?

1. Once you have the network menu on the screen, use the arrow keys to highlight WordPerfect and press **ENTER**.
2. You will then see a message describing WP. Press **ENTER** to continue.

The network will then load the program and open WP for you.

VI. Setting up your paper in WordPerfect

The WordPerfect screen shows a blinking cursor, along with information in the bottom right hand corner to tell you where the cursor is presently located. To set up your paper, you can create your own settings or use the ones WordPerfect has preset.

How is WordPerfect set up?

WordPerfect is preset to:
left margin: 1 inch
right margin: 1 inch
single spacing
justification: full

I'm familiar with margins and spacing but what is justification?

If the justification feature is set to full, it means that WP will insert extra spaces so your text lines up evenly down the left and right-hand margins. This paragraph, for example, is fully justified. Like a newspaper column, the left- and right-hand margins are lined up. All the other paragraphs in this guide are left justified because they line up only along the left-hand margin.

How do I set my own margins, spacing, or change the justification?

If the computer you are using has a paper template running along the top, you can see a list of the WP features. The feature that allows you to make any changes to the margins, line spacing, or justification, is the Format feature:
1. Hold down the Shift key and tap the F8 key.
2. A menu will appear with margins, line spacing, and justification listed under the Line menu. Press 1 to go into the Line menu.

Margins Left/Right:

3. To change the margin settings press 7. The cursor will jump to the left margin setting.
4. Type in the new setting and press ENTER. The cursor will jump to the right margin setting.
5. Type in the new setting and press ENTER.

Line spacing:

6. To change the line spacing, press 6. The cursor will jump to the spacing setting.
7. Type in the new spacing setting and press ENTER. For example, if you want double spacing, type 2 and press ENTER.

Justification:

8. To change the justification, press 3. A list of justification settings will appear. To align the text only to the left margin, press 1 for Left.

To use these settings and return to the blank screen:

9. Press ENTER until you return to the blank screen.

VII. Before you start typing

- When you start typing, the text will begin at the blinking cursor.
- If you start typing and make a mistake, use the BACKSPACE or DELETE key to erase.
- To create a blank line, press the ENTER key.
- To erase a blank line, move the cursor to the left-hand margin one line below the blank line and press the BACKSPACE key.
- If you accidentally press the wrong F key, press F1 to cancel it.

Now that I can start typing, do I use the computer just like a typewriter?

Yes, with one exception. When you come to the end of a line, you can keep typing. WP will automatically continue the text onto the next line. But as you type, don't forget to use the Save command every page or so. (For saving, see Section VIII.)

How do I center, bold, and underline text?

To center text:

1. Hold down the SHIFT key and tap F6. The cursor will jump to the center of the page.
2. Type your text
3. Press the ENTER key to go to the next line. The cursor will return to the left hand margin.

To bold text:

1. Look at the way the POS number appears in the bottom right-hand corner of the screen. Now, press the F6 key. Note that the number now appears differently. This means that the bold feature is turned on. Whatever you type now will be in bold.
2. To shut the bold feature off, press F6 again. F6 turns the bold feature off and on.

To underline text:

1. Look at the way the POS number appears in the bottom right-hand corner of the screen. Now, press the F8 key. Note that the number looks different. This means that the underline feature is turned on. Whatever you type now will be underlined.
2. To shut underline off, press F8 again. F8 turns the underline feature off and on.

Note: You can use F6 and F8 together to bold and underline. The POS number will appear differently when both features are turned on.

How do I delete a bunch of text?

1. Use the arrow keys to move the cursor to the beginning of the text you wish to erase.
2. Hold down the ALT key and tap the F4 key to turn the Block feature on.
3. Use the down or right arrow key to highlight or block the text you wish to erase. If you highlight too much, use the up or left arrow key to unhighlight.
4. After the text is highlighted, press the BACKSPACE key to erase it.
5. You will then see a message asking **Delete Block? (Y/N)**. Press Y for yes.

VIII. Saving your work

It is very important to save your work every page or so. This is to prevent your work from being accidentally erased if a problem occurs with the computer.

How do I save files on my own disk?

1. Make sure your disk is in drive A:.
2. Press F10.
3. You will see the message **Document to be saved:** Type *A:* and a name, with no spaces in between, and press ENTER. For example, if you type ***A: history***, your file will be save on your disk in the A drive with the name 'history.' The file name will now appear in the bottom left corner of the screen.

How do I save my files temporarily on the network?

There is temporary space on the network where you can save your work for a temporary basis only. Files stored here will be erased when the computer is turned off.

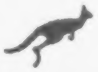
2. You will see the message **Document to be Saved:**. Type in a name for your file and press ENTER. The file name will now appear in the left-hand bottom corner of the screen.

How do I save as I work along?

After the first time you have saved and named your file, all you have to do is:

1. Press F10 to save as you work along.
2. You will then see **Document to be saved:** and the name of your file. Press ENTER.
3. WordPerfect will then ask **Replace *filename?*** No/Yes. This is WordPerfect's way of making sure that you want to add the changes or new information you have typed since the last time you saved. Press Y to include your new changes.

IX. Scrolling through your work



As you type and create pages, you will see the cursor location information in the bottom right-hand corner change to show what page and what line the cursor is on. To scroll through the pages, use the arrow keys or the PAGE UP and PAGE DOWN keys on the keyboard. You can also press the HOME key twice and the up arrow key once to go to the top of your document. Likewise, to go to the end of your document, press the HOME key twice and the down arrow key once.

Note: If you use the arrow keys on the right-hand numeric key section of the keyboard, make sure the NUM LOCK light is off. If it's on, press the NUM LOCK key to shut it off.

X. Using the Spell Checker ✓

How do I use WP to check my spelling?

1. Hold down the CTRL key and tap F2.
2. Press 3 for **Document** to check all pages.
3. WordPerfect will stop at any word that it can't find in its dictionary and give you a choice of words similar to the one you may have been trying to spell.

Your options are:

- If you did misspell a word and you want to use the correctly spelled word offered by WP, press the corresponding letter key in front of the word offered by WP.
- If you are using proper names or words, they probably won't be in the WP dictionary. If WP stops at a word you know is spelled correctly, press 2 to **Skip** it.
- If WP stops at a word that you want to fix yourself, press 4 for **Edit**. The cursor will jump to the word. You can fix it and then press F7 to continue with the Spell checker.

4. To quit the Spell checker, press F1 or the space bar. You should then use the save command so your corrections are saved.

XI. Printing your work

How do I print my paper?

Before you print your work, it's a good idea to save it. (See the section VIII for saving.)

1. Hold down the SHIFT key and tap F7.
2. If you want to preview your printed paper, press 6 for **View Document**. Press 1 or 2 to enlarge the view.
3. To exit the View Document screen, press the space bar. You can print by continuing on to the next step. Or, to return to your document, press the space bar again.

Printing to the network printers:

4. To print your entire paper, press 3. To print a particular page, you must first have the cursor on the page you want to print and then select 2. To print multiple pages, press 3 and then type the page numbers at the **Page(s)** prompt. For example, to print pages 3 through 7, type 3-7 and press ENTER.
5. Your document will return to the screen and in a few minutes you will see a message at the bottom of the screen telling you which printer will print your paper (1 or 2). The printers are located right near the entrance to the center. Hold down the CRTL key and tap the ENTER key to clear the message.

Printing to the laser printer:

4. Insert your VendaCard into the VendaCard machine slot. The dollar amount the card is worth will be shown. Each time you print a page, 15 cents will be deducted from the card.
5. To print your entire paper, press 3. To print a particular page, you must first have the cursor on the page you want to print and then select 2. To print multiple pages, press 3 and then type the page numbers at the **Page(s)** prompt. For example, to print pages 3 through 7, type 3-7 and press ENTER.
6. Once you have printed your paper, push the orange button on the VendaCard machine to get your card back. It will take a few seconds for the card to come out.

XII. Quitting WordPerfect

1. To exit WP, press F7.
2. You will see the message, **Save document?** Press Y for yes to include the changes since your last save.
3. You will then see the message, **Document to be saved:** and the name of your file. Press ENTER to continue.
4. WP will then ask **Replace *filename?*** No/Yes. Type Y for yes to include the changes or additions you made since your last save.
5. You will then see the message **Exit WP?** Press Y for yes.

You will then be back at the network menu. Leave the computer on so it is ready for another user.

Congratulations! You're a WordPerfect user.

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LIBRARY USERS' GUIDE FOR:

ABI/Inform and Dissertation Abstracts

CD-ROM technology enables you to search indexes and abstracts using a computer without any charge. The database for the index is on one or more compact discs. Computerized searching allows you to combine subject terms quickly and easily and gives you the ability to search many years at one time. **Available UMI databases include:**

CD-ROM	PRINT EQUIVALENT	SUBJECT	YEARS
ABI/Inform	None -- generally, business indexes	business and industry	1971-date
Dissertations Abstracts	Dissertation Abstracts International	summaries of doctoral theses	1861-date

FORM A SEARCH STRATEGY

See Library Users' Guides *Forming a Search Strategy* and *Search Strategy Tips* for more detailed instructions.

1. Summarize your topic into a short statement.
2. Underline the main concepts.
3. List the related terms which express these concepts. (One way to find related terms is to use the thesaurus for your database.)
4. Write out your strategy combining the terms as described below.

Use **AND** to find records which contain both term A and term B. This narrows the search.
TARIFF AND IMPORT (will find citations which include both "tariff" and "import.")
Use **OR** to find records which contain either term A or term B. This broadens the search.
TARIFF OR TAX (will find citations which include either "tariff" or "tax.")
Use **NOT** to find records which contain term A , but not term B.
LOAN NOT MORTGAGE (will find citations which contain "loan" but not "mortgage.")
Use **W/#** to find records which contain term A within a certain number of words of term B.
ONLINE W/3 SEARCHING (will find citations which contain phrases like "searching computers online" or "online searching.")
Use **PRE/#** to find records which contain term A a certain number of words in front of term B.
ONLINE PRE/3 SEARCHING (will find citations which contain a phrase like "online computerized literature searching," but not "searching online.")

SEARCH THE DATABASE

1. Select either ABI/Inform or Dissertation Abstracts from the menu of available CD-ROM databases.
2. From the UMI Menu screen, choose **Search...** by pressing RETURN or ENTER.
3. At the "Search term(s)" prompt, type in your search terms (see FORM A SEARCH STRATEGY above) and hit RETURN or ENTER. (At any time you may press the **F3** key to return to the search prompt and enter new search terms. The Function Keys are either at the left of the keyboard or across the top of the keyboard.)

The number of bibliographic records containing the terms you selected will be indicated on the screen.

SEARCHING IN SPECIFIC FIELDS

You can also search for terms which appear in particular fields in the record to increase the specificity of your search. Examples are given below.

FIELD NAMES	SEARCH EXAMPLES	SAMPLE RECORD
Title	TI(Sports)	Sports Marketing: ESPN Steps into the On-Deck Circle
Authors	AU(Walley, Wayne)	Walley, Wayne; Feinowitz, Ira
Journal	JO(Advertising Age)	Advertising Age Vol: 50 Iss: 11 Date: March 13, 89 pp: 511
Company	CO(ESPN)	ESPN
Terms	TE(Sports)	Cable TV; Professional Sports; Advertising; Revenue
Codes	CD(8330)	8330 (Broadcasting Industry); 9110 (Company Specific)

VIEW THE RESULTS

1. You can either view a list of titles or the full abstracts. To skip the list of titles and go directly to the abstracts, press the **F7** key from the Item Count screen.
2. To view a list of titles, simply press RETURN or ENTER from the Item Count screen.
3. From the list of titles, you have two options. You can select a specific article to view by using the arrow keys to highlight it and then pressing RETURN or ENTER. Or you can hit RETURN or ENTER again for the first title and then browse through all of the full records.
4. If the "F7=Need the Article?" window appears, then Temple owns the journal. If not, the "Not in Library" window appears.
5. Use the Page Down and Page Up keys to move through the record. To see the next record press +; to see the previous record press -.
6. Mark the items you wish to print or download with an arrow by hitting the **F9** key or the space bar when the cursor is blinking on a citation you want.

PRINT THE RESULTS

1. After marking the items you wish to print or download as described above, hit the **F4** key to choose the output options you want.
2. If you want to print the citations (author, title, journal name, pages) so that you can find the articles you need, choose "short record" by highlighting it. Then, press RETURN or ENTER.
3. If you want to print the abstract as well as the citation, choose "long record" by highlighting it.
4. Choose "Printer." Hit RETURN or ENTER.
5. From the Output Selection screen, choose "Marked Items" and hit RETURN or ENTER.
6. When you exit the database your print-out will be sent to one of two printers. Note which printer it is from the information on the screen. Your print-out will be identified by the number of your workstation.

DOWNLOAD OR TRANSFER RECORDS TO A FLOPPY DISKETTE

You can put a large number of records on a diskette so that you can work with them using other software.

1. Insert a DOS-formatted 3 1/2" floppy diskette in the PC disk drive.
2. Hit the **F4** key to choose the output options you want. Choose "Disk File Only," and hit RETURN or ENTER. You may name the disk file if you want.

HELPFUL HINTS

Press the **F1** key at any time to see relevant Help screens.
The ESCAPE key takes you back one screen at a time.
To quit the database, hit the **F10** key. Type "Y" to return to the UMI menu. Choose **Exit**.
For more information, consult the guides located in the looseleaf binder at the workstation.
If you cannot find what you need, ask for help at the service desk.

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LIBRARY USERS' GUIDE:
ART INDEX AND MLA INTERNATIONAL BIBLIOGRAPHY ON CD-ROM

CD-ROM technology enables you to search indexes and abstracts using a computer without any charge. The database for the index is on one or more compact discs. Computerized searching allows you to combine subject terms quickly and easily and gives you the ability to search many years at one time. **Available Wilson databases include:**

CD-ROM	PRINT EQUIVALENT	SUBJECT	YEARS
Art Index	Art Index	Art and Architecture	1984-date
MLA Intl. Bibliography	MLA International Bibliography	Literature and Linguistics	1981-date

FORM A SEARCH STRATEGY

See Library Users' Guides *Forming a Search Strategy* and *Search Strategy Tips* for more detailed instructions.

1. Summarize your topic into a short statement.
2. Underline the main concepts.
3. List the related terms which express these concepts.
4. Write out your strategy combining the terms as described below.

To find records which contain both term A and term B, you will type the terms on **separate lines** (see example of Search Request screen below). This narrows the search.
SUBJECT WORDS: SURREALISM
2ND SUBJECT: DREAMS (will find citations which include both *surrealism* and *dreams.*)
Use **ANY** to find records which contain either term A or term B. Type both terms on the same line. This broadens the search.
SUBJECT WORDS: ANY SURREALISM DADAISM (will find citations which include either *surrealism* or *dadaism.*)

SEARCH THE DATABASE

1. From the on-screen menu which lists the available databases, type "2" and press RETURN or ENTER.
2. Press the spacebar to get to the Local Wilsearch Menu. Select #1 "New Search" by hitting RETURN or ENTER. You will see a Search Request screen which looks like this:

```
Enter your search request for ART:

Subject words:
2nd subject:
3rd subject:

Author/name:
Title words:

Journal name:
Organization:
Dewey number:
```

3. Type your search terms on one or on separate lines. If you are looking for articles about a person, type the person's name on the *Author/name* line. You don't need to fill out the entire screen.

4. When you have finished entering your search terms, press the END key located on the lower right-hand side of the keyboard. Then hit RETURN or ENTER. (To try a new search, press the **F2** key to go back to the Local Wilsearch Menu. Hit RETURN or ENTER.)

   The number of bibliographic records containing the terms you selected will be indicated on the screen.

SEARCHING IN SPECIFIC FIELDS

You can also search for terms which appear in particular fields in the record to increase the specificity of your search. Examples are given below.

FIELD NAMES	SEARCH EXAMPLES	SAMPLE RECORD
Author/name	Citron, Jo Ann	Citron, Jo Ann
Title words	Baseball	Running the Basepaths: Baseball and Jane Austen
Journal name	Journal of Narrative Technique	Journal of Narrative Technique 1988 Fall v18(3) p289-99
		SUBJECTS COVERED:
Subject words	Narrative	narrative technique; baseball; Northanger Abbey/novel
Author/name	Austen, Jane	Austen, Jane

VIEW THE RESULTS

1. From the Search Results screen, press RETURN or ENTER to see the first record.
2. To go to the next record, hit RETURN or ENTER.
3. In order to go forward or back to a specific record, hit the **F5** key and indicate the number of the record you want.

PRINT THE RESULTS

1. To print the citation that you are viewing, press the **F4** key and hit RETURN or ENTER.
2. To print multiple records, hit the **F6** key while viewing the records your search retrieved. A window will appear on the screen.
3. Hit "N" and type how many records you want to print. Then hit RETURN or ENTER.
4. To print, hit RETURN or ENTER again. Records will be printed starting with the one currently being viewed.
5. When you exit the database, your printout will be sent to the printer indicated on the screen. Make a note of your workstation number. The printout will be identified by that number.

DOWNLOAD OR TRANSFER RECORDS TO A FLOPPY DISKETTE

You can put a large number of records on a diskette so that you can work with them using other software.

1. Hit the **F6** key, and a window will appear on the screen.
2. Hit "N" and type how many records you want to download. Then hit RETURN or ENTER.
3. Insert a DOS-formatted 3 1/2" floppy diskette in the PC disk drive and hit "P."
4. Backspace over the default file name ("PRN") listed on the screen. Type "**A:**" followed by the name you choose for this disk file. Hit RETURN or ENTER.

HELPFUL HINTS

Press the **F1** key at any time to see relevant Help screens.
To search for variant endings of terms, truncate the root term with a colon (ex. surreal:).
To truncate internally, use # (ex. wom#n).
To quit the database, keep pressing the ESCAPE key until the "Exit to DOS" window appears; then, type "**Y**."
For more information, consult the guides located in the looseleaf binder at the workstation.
If you cannot find what you need, ask for help at the service desk.

Olin Library System
Washington University

DOWNLOADING CITATIONS TO FLOPPY DISKS

With both the Wilsondiscs and the SilverPlatter indexes on CD-ROM, it is possible to download the citations to a floppy disk, for later importing into a word processor or database manager. The file downloaded is an ASCII file. For assistance, please ask at the Reference Desk.

Downloading from CD-ROM Stations

All floppy disks must be MS-DOS compatible.
For 5.25" 360K (double-sided, double-density) disks, use Hyundai workstation, drive A:.
For 3.5" 720K disks, use PS/2 workstation, drive A:.
For 5.25" 1.2MB (high-density) disks, use Wyse workstation, drive A:.
For 3.5" 1.44MB disks, use Wyse workstation, drive B:.

WILSONDISCS

1. Insert your formatted floppy disk into drive A or B (for which machine to use, see above).

2. Perform your search, in Browse or Wilsearch.

3. After retrieving citations and a citation you wish to download is on the screen, press **F4** to print or download that citation, or **F6** to print or download all citations.

4. A window will open on the screen. The default is to send the citation to the printer. Press **P** to change the default setting, PRN (which stands for printer). Type **A:[filename] (or B:[filename] if using B: drive)**. The filename may be any combination of letters and numbers, up to 8 characters long. Press **[enter]**. All citations, with either F4 or F6, will go to the file on the floppy disk from this point on.

5. If downloading all citations, press **F6**, then press **N** if you wish to download more than 25 citations. Type in the number you wish to download. If downloading selected citations, press **F4** when viewing each citation you wish to download.

6. When finished downloading citations, press **F4** or **F6** again. Press **P** to change the default setting back to the printer. Type **PRN**. Press **[enter]**. Then remove your floppy disk from the drive.

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SilverPlatter

1. Insert your formatted floppy disk into drive A or B (for which machine to use, see over).

2. Perform your search to retrieve relevant citations. To download selected citations, use F4 to Show the citations on the screen; mark which citations you will want to download (by pressing M while viewing that citation). To download all citations from a search set, go on to step 3.

3. Press D to display Download menu; a window will open on the screen, showing the default options. Press Enter or S to start downloading if all options are set as you want them.

4. To set options on the download menu, press C to change the options, and move from line to line with TAB key:
   - Fields: choose which fields to download. For example: all, **citn**, or **citn,ab.**
   - Records: choose which records to download. For example: **marked, all** (downloads up to first 25 records), **1-50, 1-3,6,11-13.**
   - Searches: choose whether to download the search sets that retrieved the downloaded citations. N or Y.
   - Filename: will download citations to A:\download.doc. To change this filename, type [filename]. For example: **educat.doc.**

5. Press Enter to accept the options, then press Enter again or S to start downloading. A message will display at the bottom of the screen: "X records downloaded so far. To stop press Ctrl and Break."

6. When finished, press F10 to display bottom line menu. Choose which option you wish to do next (F for Find, Q to Quit, etc.). Remove your floppy disk from the drive.

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Quick Reference Card

Beginning and Ending a Search

■ Begin or end search session	Press **[F7]** RESTART

Restart displays either the database Title screen or the database Selection screen, depending on how your workstation is set up

How to Get Help

There are three kinds of Help available during the search session

■ Help on current action (context sensitive)	Press **[F1]** HELP
■ Help on any SPIRS topic (select from a list of Help topics)	(1) Press **[Ctrl] [F1]** (2) Press **[↑]** or **[↓]** to move to topic (3) Press **[Enter]**
■ Help on current database	(1) Press **[F3]** GUIDE (2) Press **[Tab]** to move to topic (3) Press **[Enter]**

How to Search

1. Display the FIND prompt, if necessary	Press **[F2]** FIND
2. Type a search statement	Word or phrase like drug abuse
3. Begin the search	Press **[Enter]**
4. Display retrieved records	Press **[F4]** SHOW

How to SHOW Search Results

To SHOW Records

1. Make the search you want to Show the current search	(1) Press **[F2]** FIND if necessary, to display the FIND prompt (2) Type the search statement number with the **#** sign, like #5
2. Begin SHOWing records	Press **[F4]** SHOW
3. Browse the records	• Press **[PgDn]** for the next screen • Press **[PgUp]** for the previous screen • Press **[Ctrl]** +**[PgDn]** for the next record • Press **[Ctrl]** +**[PgUp]** for the previous record

---

Marking Records

As you browse through the records, you can mark records for later Printing, Reshowing, or Downloading

To MARK a Record

■ Mark currently displayed record with asterisks (**)	(1) Press **[↑]** or **[↓]** to position the cursor on the desired record (2) Press **[M]** Mark Record

To UNMARK a Record

1. Display desired record	Press **[↑]** or **[↓]** to position the cursor on the desired record
2. Unmark record and remove asterisks (**)	Press **[U]** Unmark Record

---

To Lateral Search from a Record

As you browse through the records, you can select additional terms and search for them directly from SHOW (Lateral Searching)

1. Select the desired term(s)	(1) Press **[↓]**, **[↑]**, **[→]**, and **[←]** to position the cursor on the term (2) Press **[S]** to Select the term
2. Search for the term(s)	Press **[F]** to FIND

To Change SHOW Options

You can change the way that records are displayed

1. Display the options dialog box	Press **[O]** Options
2. Change options as desired	Follow instructions in the dialog box or press **[F1]** for HELP

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If Your Search Yields Too Many Results...

Combining Search Terms

You can use special operators to combine search terms and to narrow your search results.

Operator	Search Example	Finds Records Containing
and	`A and B`	*both* A and B
with	`A with B`	A and B in the *same field*, in any order
near	`A near B`	A and B in the *same sentence*, in either order. Can use a number to limit proximity. For example, `A near3 B` finds A within three words of B.
not	`A not B`	A *but not* B. Use carefully because it eliminates records containing both terms.

Searching in Specific Fields

You can narrow your search by looking for a search term in a specific field. For example, `smith in au` looks for Smith only in the (AU) Author field.

You can also search for a range of results in numeric limit fields, for example, `py=1986-1989` looks for records published between 1986 and 1989 (press **[F3]** GUIDE for a list of limit fields).

Operator*	Search Example	Finds Records
in	`polio in ti`	with polio in the TI (Title) field
=	`la=french`	with french in the LA (Language field)
<	`py<1988`	published prior to 1988
>	`py>1988`	published after 1988
<=	`py<=1987`	published prior to or in 1987
>=	`py>=1989`	published in or after 1989
-	`py=1986-1989`	published between 1986 and 1989

* In can be used in any field. The = symbol can be used in any limit field. All other field specific operators can be used only in numeric limit fields.

If Your Search Yields Too Few Results...

Using Synonyms

You can broaden your search by using synonymous terms and connecting them with the **or** operator.

Operator	Search Example	Finds Records Containing
or	`child or juvenile`	*either* child or juvenile

Using Word Roots (Truncation)

You can use a word root with the truncation symbol (*) to find all records containing any word that begins with the root.

Operator	Example	Finds Records Containing
*	`child*`	child, childhood, children, etc.

How to Use the INDEX

The INDEX is a list of all terms in the free text (non-limit) fields. You can use the INDEX to broaden a search by finding synonymous terms. You can also use the INDEX to narrow a search by finding more specific terms.

To Search from the INDEX

1. Display the INDEX prompt	Press **[F5]** INDEX
2. Look up a word	(1) Type a word or word root (2) Press **[Enter]**
3. Browse the INDEX	• Press [↓] to move down one line • Press [↑] to move up one line • Press **[PgDn]** for the next screen • Press **[PgUp]** for the previous screen
4. Select a search term	(1) Move cursor to the desired term (2) Press **[S]** to Select the term
5. Search for selected term(s)	Press **[F]** to FIND, multiple terms are combined with the **or** operator

How to PRINT Search Results

To Print Records

1. Make the search you want to Print the current search	(1) Press **[F2]** FIND, if necessary, to display the FIND prompt (2) Type the search statement number with the # sign, like #5
2. Display the PRINT options dialog box	Press **[F6]** PRINT
3. If desired, change the options	(1) Press **[C]** Change Options (2) Make the desired changes (press **[F1]** for HELP) (3) Press **[Enter]** to accept the changes
4. Begin Printing records	Press **[S]** Start

To Stop Printing

■ Interrupt printing	Press **[Ctrl]+ [Break]**

How to Save Results to Disk

To Download (Save) Records

1. Make the search you want to Download the current search	(1) Press **[F2]** FIND, if necessary, to display the FIND prompt (2) Type the search statement number with the # sign, like #5
2. Display the DOWNLOAD options dialog box	Press **[F10]→[D]** DOWNLOAD
3. If desired, change the options	(1) Press **[C]** Change Options (2) Make the desired changes (press **[F1]** for HELP) (3) Press **[Enter]** to accept the changes
4. Begin Downloading records	Press **[S]** Start

To Stop Downloading

■ Interrupt downloading	Press **[Ctrl] +[Break]**

Changing Discs or Databases

Searching Another Database on a Different Disc

1. Change discs	Press **[F8]** XCHANGE
2. Insert the new disc	Follow the screen instructions
3. Choose a database, if necessary	(1) Press [↑] or [↓] to select a database (2) Press **[Enter]**; your search history is erased

---

Searching Another Database on the Same Disc

1. Restart the system	Press **[F7]** RESTART
2. Choose a database	(1) Press [↑] or [↓] to select the database (2) Press **[Enter]**, your search history is erased

---

Searching the Same Database on Another Disc

1. Change discs	Press **[F8]** XCHANGE
2. Insert the next disc, if necessary	Follow the screen instructions to insert another disc from the database set; your search history will beretained
3. Select the new disc, if necessary	(1) Press [↑] or [↓] to select the new disc (2) Press **[Enter]**, your search history is retained

Function Keys

F1	**Help**	F6	**Print**
F2	**Find**	F7	**Restart**
F3	**Guide**	F8	**Xchange**
F4	**Show**	F9	**Thesaurus**
F5	**Index**	F10	**Command menu**
F10 → D	**Download**	F10 → H	**History**
F10 → O	**Options**	F10 → C	**Clear**

The **socio**file Compact Disc Quick Reference Guide

sociofile, containing a subset of **sociological abstracts (sa)**, and the Social Planning / Policy & Development Abstracts (SOPODA) database, provides access to the world's literature in sociology, both theoretical and applied, with serial coverage from 1974, and relevant dissertations from 1986 onward.

Restart	F7	To begin a search session.
Find	F2	To search the database, type a word, a descriptor term, or a phrase. Truncate a term with an asterisk (*) to retrieve all variants: **social*** retrieves social, socialist, socialism, social-status, etc.
Index	F5	To browse for author names, journals, and subject terms. To select terms, position cursor with arrow keys and press **ENTER**. Press **F** to search selected terms. System automatically ORs terms together.
Thesaurus	F9	To access the controlled vocabulary of the **Thesaurus of Sociological Indexing Terms.**
Show	F4	To display records from last search.
Print	F6	To print records from last search. CITN prints TI, AU, IN, JN, CO, NT, AV, and AN fields.
Download	F10 D	To transfer results of last search to disk.
Help	F1	For online help about the System.
Guide	F3	For online help about **sociofile** database.

User instructions always appear at the bottom of the screen.

Combining Search Terms

The following connectors can be used to combine concepts in a search statement.

OR	Used to link synonyms; broadens a search. FIND: women **or** females
AND	All terms must occur in the same record; narrows a search. FIND: housing **and** elderly
NOT	Excludes records containing specified terms; narrows a search. FIND: female **not** elderly
WITH	Terms must appear in the same field; narrows a search. FIND: religion **with** social class
NEAR	Terms must appear in the same sentence; narrows a search. FIND: education **near3** college

sociological abstracts, inc., p.o. box 22206, san diego, ca 92192-0206
phone: (619) 695-8803; user help line: (800) 752-3945; fax: (619) 695-0416

sociofile
Quick Reference Guide

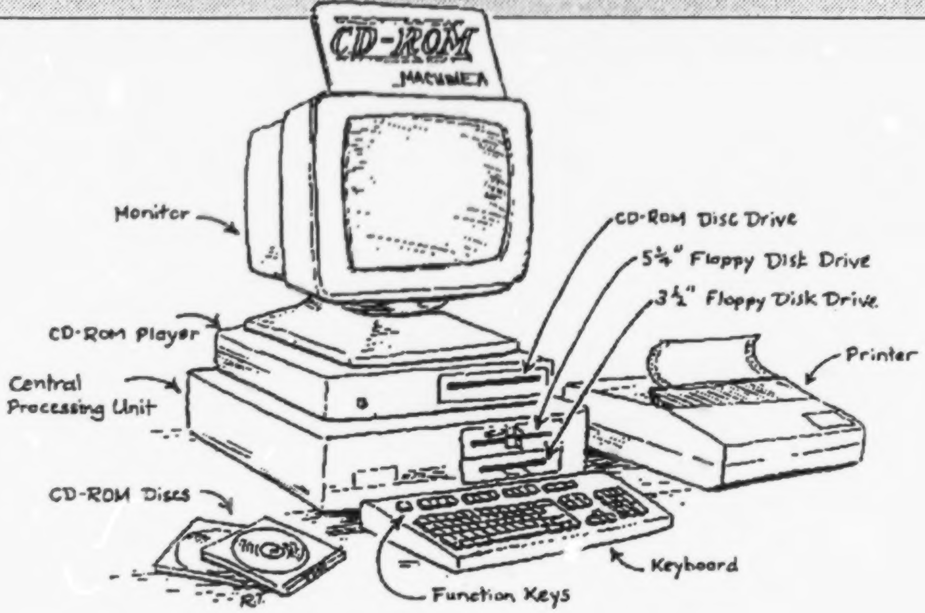
Field Name & Abbreviation		Search Example	Sample Record	
Document Title	(TI)	class in ti	TI:	Revamping the Sociology of Class
Author(s)	(AU)	dawson-michael in au	AU:	Dawson,-Michael; So,-Alvin-Y
Institutional Affiliation	(IN)	u oregon in in	IN:	Dept Sociology U Oregon, Eugene 97403-1291
Journal Name	(JN)	sociological-perspectives in jn	JN:	Sociological-Perspectives: 1990, 33, 3, fall, 419-423
CODEN	**(CO)**	socpdg in **co**	**CO:**	SOCPDG
Availability Information	(AVA)	DISPLAY ONLY	AVA:	Document delivery from University Microfilms International (UMI)
Notes	(NT)	reply in nt	NT:	Reply, 423-427
Document Type	**(DT)**	aja in **dt**	**DT:**	aja Abstract-of-Journal-Article
Language	**(LA)**	english in **la**	**LA:**	English
Country of Publication	**(CP)**	united-states in **cp**	**CP:**	United-States
Publication Year	**(PY)**	1990 in **py**	**PY:**	1990
Abstract	(AB)	global approach in ab	AB:	The proposal by Alvin Y. So & Muhammad Hikam (see SA 38:5/90X0031) to move toward a more dynamic, historical, & global approach to the sociological study of class is endorsed, . . .
Descriptors	(DE)	world-economy in de	DE:	Class-Analysis (D134400); Methodology-(Philosophical) (D516789); World-Economy (D932100); Theoretical-Problems (D864425)
Index Phrase	(IP)	class analysis in ip	IP:	class analysis, structural conceptions; comment/reply;
Subject Headings	(SH)	stratification in sh	SH:	social differentiation; social stratification/mobility (1019)
Classification Codes	**(CC)**	1019 in **cc**	**CC:**	1019; 1000
Accession Number	**(AN)**	91x2425 in **an**	**AN:**	91X2425
Availability Code	**(AV)**	umi in **av**	**AV:**	UMI

Information from the limit fields (shown in boldface) can only be searched if the field abbreviation is specified.

sociological abstracts, inc., p.o. box 22206, san diego, ca 92192-0206
phone: (619) 695-8803; user help line: (800) 752-3945; fax: (619) 695-0416

The D.B. Weldon Library

CD-ROM's and How to Use Them


CD-ROM
Monitor
CD-Rom Player
Central Processing Unit
CD-ROM Discs
CD-Rom Disc Drive
5¼" Floppy Disk Drive
3½" Floppy Disk Drive
Printer
Keyboard
Function Keys

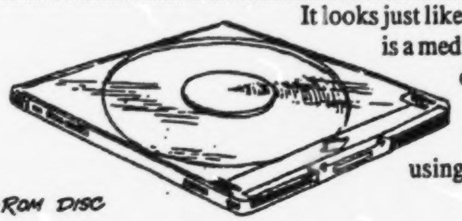
CD-ROM WORKSTATION

Getting Started

- The power to all components (computer, *CD-ROM*, monitor and printer) must be on.
- If the "Welcome" screen or the "databases available" menu is not displayed on the monitor press the reset button (located on the front left side of the computer). The menu will eventually appear.
- The *CD-ROM* comes in a protective plastic case. **LEAVE IT IN THE CASE** and insert it into the *CD-ROM* disc drive.
- From the "welcome" screen, press any key and the "databases available" menu will appear.
- From the menu, select the number which corresponds to the *CD-ROM* database you will be using.
- The *CD-ROM* database is now loaded and you are ready to perform your search.

What is a CD- ROM?

It looks just like an audio compact disc. Instead of storing music, the *CD-ROM* is a medium for storing information- and lots of it. Over 220,000 pages of information can be stored on a single disc. The Compact Disc Read Only Memory *(CD-ROM)* was first introduced in 1985. Since then hundreds of products have become available using this technology.



CD-ROM DISC

CDR Jan 92 BJT

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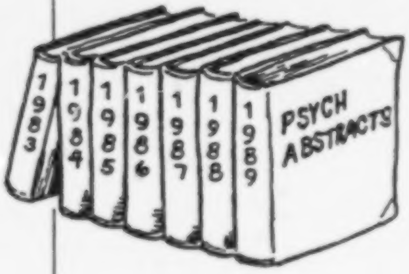
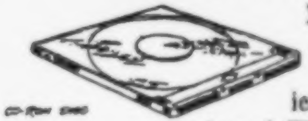
What's on a CD-ROM?





The large storage capacity of a *CD-ROM* has made it an extremely attractive medium for the storage and retrieval of bibliographic information. Many of the indexes and abstract[illegible] you have been using manually are now or will be available as *CD-ROM* databases. The libraries at Western have acquired a number of *CD-ROM* databases.

What CD-ROM's are available?

The D.B. Weldon Library subscribes to the following CD-ROM databases:

- *Books in Print (BIP)*
- *Canadian Business and Current Affairs (CBCA)*
- *Cross Cultural CD*
- *Dissertation Abstracts Ondisc (DAO)*
- *Modern Language Association International Bibliography (MLA)*
- *PsycLIT*
- *Sociofile*
- *SPORT Discus*

For full descriptions of these CD-ROM's and those available in the other UWO libraries, see the companion publication ***CD-ROM Databases Available in the UWO Libraries***.

Why use a CD-ROM database?

The tedious, time-consuming process of searching through volume after volume of indexes has been eliminated with *CD-ROM* database searching. More importantly, searching a *CD-ROM* database for the information you need for your term paper, thesis etc. can (if done properly) be more effective and thorough than manually searching printed indexes.

When should you use a CD-ROM database?

Each *CD-ROM* database either indexes the literature of a specific discipline (eg. PsycLIT), a particular type of material (e.g. Dissertation Abstracts) or is cross-disciplinary (e.g. Canadian Business and Current Affairs). Each CD-ROM database only covers material written during a specific time period. For example, CBCA indexes the contents of selected Canadian newspapers, magazines and journals from 1982 to date, so if you were researching an essay on the Trudeau years, CBCA would not adequately access the literature written on Trudeau, since much of it was written before 1982. Please consult the companion publication ***CD-ROM Databases Available in the UWO Libraries*** or talk to the staff at the Information Desk to ascertain if CD-ROM database searching is the appropriate avenue for you to follow.

Who can use CD-ROM's?

Anybody. Students, faculty and staff should present their U.W.O. identification card. Others can use any piece of valid identification. (e.g. birth certificate, dirver's licence etc.)

When are CD-ROM's Available?

Monday-Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 5:00 pm
Saturday	10:00 am - 7:00 pm
Sunday	12:00 pm - 7:00 pm

Hours of availability will change on holidays and during the summer

Making an appointment to use a CD-ROM database

Fill in the required information on the sign-up sheets which are located in a binder adjacent to the *CD-ROM* workstations. Under the column marked "Disc", write in the name of the *CD-ROM* database you want to reserve (see list in plexiglass display). You can book up to seven (7) days in advance.

There is only one (1) copy of most CD-ROM products, so if someone has already booked the one you need for a particular time, please select another product or another time slot. There are only two (2) copies of PsycLIT.

What's the loan period?

You can book a *CD-ROM* for one hour. This should provide ample time for you to perform your search. There is a maximum of two non-consecutive bookings per day per person for the use of the *CD-ROM* service. Please return the CD-ROM as soon as you are finished with it.

Where are the CD-ROM's located?

When it is time for your appointment write the name of the *CD-ROM* database you have booked (see list in plexiglass display) on one of the reserve slips provided, and present this along with your student/faculty/staff card or a piece of valid identification at the Reserve area of the Check Out desk. Each product can be signed out for one hour.

Is help available?

Yes! There is an instructional sheet for each product to assist you in completing a successful search. Also, a tutorial is included with some *CD-ROM* databases along with Help Screens, which are available

Is help available? *(cont'd)*

at any point in your search. Additional assistance is available from the staff at the Information Desk. Staff are available for consultation:

Monday - Thursday	9:00 am	-	9:00 pm
Friday	9:00 am	-	4:30 pm
Saturday	10:00 am	-	5:30 pm

Hours for the Information Desk change for holidays and the summer

Printing and downloading

After you have completed your information search, you will want to display the results. We have installed a printer at each workstation for this purpose. You can print up to a maximum of 50 bibliographic citations or 25 bibliographic citations with abstracts at one time. It is also possible to download your references onto disk. It must be a formatted, 5 ¼" or 3 ½" disk and it is advisable to use a clean disk.

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

VIRUS CONTROL

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES

Using F-PROT 2.02 to Check for Viruses

F-PROT is a program designed to scan for a number of computer viruses. Once the program finds a virus, it will alert you and ask if you wish to have it removed. While F-PROT can remove many viruses, there are a few that it can detect but not remove. It can, however, detect and remove the Michelangelo virus.

Before you use the program

Temple University Computer Services **strongly recommends** that you perform regular backups of your important files, especially before and after installing applications or utilities. If a problem occurs, you can restore your files from the backup.

How to use the program

1. Go to the appropriate drive or directory containing the F-PROT files and type **f-prot**. The program will open and make an initial scan of the files in memory.
2. You will then see the main menu on the screen. **Scan** should already be highlighted so press ENTER.
3. You will then see a menu appear allowing you to set the scanning options. **Method** should be set to **Secure Scan**. If it's not, use the arrow keys to highlight *Method* and press ENTER. Then, highlight *Secure Scan* and press ENTER.
4. Next to set the drive you wish to check, highlight **Search** and press ENTER. A list of the drives will appear. Highlight the appropriate drive and press ENTER. If you want to check a disk in your disk drive, highlight *Disk Drive* and press ENTER. Then highlight the appropriate drive and press ENTER.
5. Next, **Action** should be set to **Disinfect/Query**. If it's not, highlight *Action* and press ENTER. Then highlight *Disinfect/Query* and press ENTER.
6. **Target** should be set to **Boot/File/Trojans/Packed** which means that F-PROT will check for these different virus types.
7. **Files** should be set to **All Files** so F-PROT will check all your files.
8. Once the options are set, highlight **Begin Scan** and press ENTER.

F-PROT will then scan through your files looking for viruses. When the search is complete, you will see a message telling you whether or not any of your files have a virus.

If F-PROT does not find a virus:

1. Press ESC until you get back to the main menu.
2. Then type **q** to quit the program.

If F-PROT does find a virus:

1. The program will alert you and ask you if you wish to disinfect it. Press **Y** for yes. The program will then remove the virus
2. Press ESC through several screens of information about the virus to return to the main menu.
3. Then type **q** to quit the program.

About F-PROT

If you would like more information about F-PROT, you can print out the .DOC files. You can also see an on-line list of the viruses that F-PROT scans for by highlighting *Viruses* on the main menu and pressing ENTER. You can then follow the screen instructions to move through the list. To get information on a particular virus, highlight the virus and press ENTER. When you have finished, you can press ESC to get back to the main menu. Then type **q** to quit the program.

Temple University
Computer Services

The Norton AntiVirus Program Special Edition: Checking for the Michelangelo Virus

The Michelangelo Virus is programmed to attack DOS-based (IBM or IBM-compatible) personal computers on March 6, the birthday of Michelangelo. Symantec Corporation has made available a free special edition of the Norton AntiVirus program that checks only for the Michelangelo virus. (The complete version of the program checks for over 340 viruses including the Michelangelo virus but you have to buy it.)

Before you use the program

Temple University Computer Services **strongly recommends** that you perform regular backups of your important files, especially before and after installing applications or utilities. If a problem occurs, you can restore your files from the backup.

How to use the program

1. Go to the appropriate drive or directory containing the Norton AntiVirus files and type **NAV** to open the program.*
2. When the program opens, you may get see a screen message asking if your monitor is black and white or color. Make the appropriate selection by pressing **b** for black and white or **c** for color.
3. Next you will see an screen giving information about the program. Press ENTER to continue.
4. Next you will see another screen telling you how to use the commands. Because this a special edition of the Norton AntiVirus program, only limited commands are available. To continue, press ENTER.
5. You will then see a screen that allows you to select the drive you wish to check for the virus. Use the arrow keys to highlight the proper drive and press ENTER.
6. The program will scan your executable (.EXE) files for the Michelangleo virus. When the scan is completed, you will see a summary screen telling you the result of the search.
7. If the program finds the virus, make the appropriate response to remove it.
8. Then, for all users, press **x** to exit the search screen.
9. Finally press **y** for yes to exit the program.

*If you have the compressed version of the program which is a file called NAVM.EXE, first type **NAVM**. This file will then uncompress into the program files needed to run the program. Once the files have been extracted, you can type **erase NAVM.EXE** to erase the compressed file and begin at step 1.

Temple University
Computer Services

UNIVERSITY OF TORONTO

Subject: Virus Risks
Enclosing: STONE.EXE

Sent on: 12-Feb-1992 at 12:26am

Users: UOFT.LIBRARY

TO: ALL

The networks are abuzz with talk about a new virus, known as the "Michaelangelo" virus.

This virus has been reported at many academic institutions, and is similar to our familiar "stoned" virus in some respects. Noteworthy among them is that it spreads extremely easily, primarily through floppy disks.

Additionally, the Michaelangelo virus is potentially much more dangerous than the stoned virus in that it has reportedly been created with the express purpose of causing damage, as opposed to the creator of "stoned" who's intentions were less clear.

I do not know whether "SCAN" will detect this new virus. However, I have written a small program called "STONE.EXE" (after the stoned virus) which will detect it under many circumstances.

NOTE: This new STONED.EXE is dated Feb 11, 1992 and replaces the earlier STONED.EXE (from 1991) which may be on some people's hard drives.

All old versions of stone.exe which may be on your PC's must be removed if the new version is to be effective.

You may receive the new version of STONE.EXE by saving the enclosure to this message. If you don't know how to do that, then send a message to Y RAMCHARAN in the Systems office via Tapestry and ask her to be enrolled in the next Tapestry training seminar.

STONE.EXE should be run from all of your batch files and AUTOMENU's. For people who run applications only from the TAPESTRY Applications screen I have done this for you and it is invisible to you. Your hard drive will thus be checked many times per day for you.

For people who do not use TAPESTRY to launch their applications, I recommend that they place the following line in all batch files and automenu menu command sequences:

```
stone d80 quiet norights
```

Ensure that the new STONE.EXE is in your PATH and that old STONE.EXE's have been overwritten or removed.

UNIV. of TORONTO LIBRARY

You may use STONE.EXE to check floppy disks but WARNING: stone.exe is NOT a substitute for scan, it is an addition to it.

To use stone.exe on a floppy enter the command

```
stone d0     etc.   for drive a: or
stone d1     etc.   for drive b:
```

ALL INDIVIDUALS WHO ARE RESPONSIBLE FOR PUBLIC AREA PC'S SHOULD INCORPORATE THIS PROGRAM IMMEDIATELY. This is especially true for CD ROM PC's.

If you are responsible for a public accessed PC and want it checked out by SYSTEMS, let me know.

Everyone is reminded to back-up their important data regularly to TAPE or FLOPPY, and to be vigilant.

Thank-you for your co-operation.

WmP

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SELECTED READINGS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

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SELECTED READINGS

Barnes, John. "Solving the physical access dilemma (UMI's CD-ROM Jukebox and Image Print Server." CD-ROM Librarian 7(March 1992): 19-20.

Pepin, Theresa. "Printing and the Online Catalog (Planning for OPAC Printers at the University of Tennessee)." Information Technology and Libraries 6(Sept. 1987): 221-223.

Ryan, Susan M. "CD-ROMs in the Smaller U.S. Depository Library: Public Service Issues." Government Publications Review 19(May 1992): 268.

VonVille, Helene M. and Bruce A. Weever. "Downloading from CD-ROM: A Preliminary Survey." CD-ROM Professional 5(March 1992): 48.

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